



## Notice of Proposed Changes to Regulations for Mechanical Administrators

### Proposed Regulations - FAQ

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*November 2022*

#### 1. What are the regulations being proposed? Why are the regulations being amended?

See each section and changes below.

#### 12 AAC 39.012(a)(1), (4), (5), and (6)- Application for licensure by examination.

This section is being amended to streamline the application process by making the following changes which will greatly reduce the delays incurred, thereby allowing mechanical administrators to obtain licensure quicker. These changes include:

- Adding the provision for self-certification by the applicant confirming they meet the qualifications required for the category of licensure for which they are applying.
- Removing the requirements to submit a complete resume detailing the applicant's education and experience and notarized certificates of support from three people. The information currently provided by means of resume will instead be included as part of the application itself.
- Removing the name and contact information for the mechanical administrator examination testing provider in its entirety allowing the applicant to use alternative testing providers as approved by the Department.

#### 12 AAC 39.022(a)(1), (6), and (8) - Application for licensure by credentials.

Changes to this section mirror those in 12 ACC 39.012 above including:

- Adding the provision for self-certification by the applicant confirming they meet the qualifications required for the category of licensure for which they are applying.
- Removing the requirements to submit a complete resume detailing the applicant's education and experience and notarized certificates of support from three people. The information

currently provided by means of resume will instead be included as part of the application itself.

- Removing the name and contact information for the mechanical administrator examination testing provider in its entirety allowing the applicant to use alternative testing providers as approved by the Department.

## **12 AAC 39.033 - Reexamination.**

This will be a new section limiting the number of times an applicant may take the written examination required for licensure to no more than three (3) times in a 12-month period. The purpose of this change is to safeguard public confidence in licensees by ensuring an applicant fully comprehends the examination material and has not merely memorized the correct answers by taking the exam multiple times.

### **2. Will these changes affect current licensees?**

No, the changes will apply to new applicants only.

### **3. Are there any costs to the applicant for these changes?**

No costs are expected.

### **4. What are the positive and negative consequences of the regulations?**

The requirements for licensure will be more streamlined, allowing qualified mechanical administrators to obtain licensure quicker.

This would also be of benefit to Specialty Contractors, working in areas that require a mechanical administrator be assigned to their license.

There are no negative consequences to the proposed changes.

### **5. Why is the requirements for a complete resume being removed?**

The requirement to submit separate documentation with an application is a main cause for delays in the licensure process. The information contained in a resume can, and will instead, be collected as an integral part of the initial application form.

### **6. Why is the requirements for notarized certificates from three persons who are licensed in the mechanical industry being removed?**

This is another provision which requires the applicant to submit additional documents with the initial application thereby delaying licensure as mentioned above. The requirement for notarized certificates from persons licensed in the mechanical industry without the need to also be in a supervisory position over the applicant garners little benefit to public safety.

**When will the new regulations be effective?**

After the public comment deadline, comments received are compiled and given to the Division Director for consideration. The division may adopt the regulation as written/publicly noticed, may amend and adopt them, choose to take no action, or may withdraw the proposed regulations in part or in its whole. After division action, the adopted regulations go to Department of Law (DOL) for final review/approval. DOL either approves or disapproves regulations. Once approved by DOL, it goes to the lieutenant governor for filing. Regulations takes effect on the 30th day after they have been filed by the lieutenant governor.

Do you have a question that is not answered here? Please email [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov) so it can be added.