



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

AELS

FOR DIVISION USE ONLY

Board of Architects, Engineers, and Land Surveyors

PO Box 110806, Juneau AK 99811

Telephone: (907) 465-2550

Email: AELSboard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors

Biennial Registration Renewal

January 1, 2020 — December 31, 2021

AELS Board:	Architects, Engineers, Land Surveyors, and Landscape Architects	
Renewal Fee:	<input type="checkbox"/> Active Registration <i>(For registrations first issued on or before December 31, 2018.)</i>	\$100.00
	<input type="checkbox"/> Prorated Active Registration <i>(For registrations first issued on or after January 1, 2019.)</i>	\$50.00
	<input type="checkbox"/> Retired Registration — one-time fee <i>(Your registration must be in active status.)</i>	\$25.00
Late Fee:	<input type="checkbox"/> Delayed Renewal Penalty <i>(For renewals postmarked on or after January 1, 2020.)</i>	\$50.00
CE Extension Fee:	<input type="checkbox"/> Continuing Education Extension Fee <i>(See the Continuing Education Requirements Section on Page 2.)</i>	\$50.00
Registration Type:	<input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Land Surveyor <input type="checkbox"/> Landscape Architect	
Registration #:		

Full Name:			
Mailing Address: Address change: <input type="checkbox"/>			
Birthdate:		Contact Phone:	

EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.

Email Address:		<input type="checkbox"/> Send my Correspondence by Email <input type="checkbox"/> Send my Correspondence by US Mail
-----------------------	--	--

SOCIAL SECURITY NUMBER: AS 08.01.100 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

Continuing Education Section:

Read the questions carefully and check the appropriate box.

Do not send continuing education documentation unless requested to do so.

- I have completed during the licensing period January 1, 2018, through December 31, 2019, at least 24 professional development hours (PDH) meeting the requirements of 12 AAC 36.510. This requirement is for license numbers issued prior to October 1, 2017.

CARRY-FORWARD HOURS:

Per 12 AAC 36.510(e), a registrant may carry forward up to 12 excess hours earned during the current licensing period to the next licensing period. Enter the number of PDH you wish to apply to the next licensing period here:



- I am not subject to continuing education requirements for this renewal only because my original registration was issued on or after October 1, 2017.

CARRY-FORWARD HOURS:

Per 12 AAC 36.510(e), a registrant may carry forward up to 12 hours earned during the current licensing period to the next licensing period. Enter the number of PDH you wish to apply to the next licensing period here:



- I am exempt from the continuing education requirements because I have been on active duty in the armed forces of the United States exceeding 120 consecutive days within a 12-month period during this renewal period. Documentation required.

- I am exempt from the continuing education requirements for this renewal period because my registration is being renewed in Retired Status.

- I am requesting an exemption from the continuing education requirements for this renewal period for reasons stated on an attached sheet of paper. (12 AAC 36.530: The board, in its discretion, may grant an exemption for someone experiencing a physical disability, serious illness, family emergency, or other extenuating circumstance.)

- I am registered in another state and have met that state's continuing education requirement of at least 24 professional development hours (PDH) in health, safety and welfare during the licensing period of January 1, 2018, through December 31, 2019.

- Continuing Education Extension Request:**
I request an extension to complete the continuing education requirement of at least 24 professional development hours (PDH) per 12 AAC 35.510(k). I understand this extension does not function as a license extension, and that my license will be placed in inactive status until the continuing education requirement is met.

- For those renewing AFTER January 1, 2020:**
I have completed at least 24 professional development hours as of to be applied toward the required PDHs for the January 1, 2018 through December 31, 2019 licensing period.

Professional Fitness Section

The following questions **MUST** be answered. "Yes" answers may not automatically result in license denial. If you answer "Yes" to any of the questions, please explain dates and specific circumstances (locations, type of action, organizations or parties involved) on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (court records, judgments, charging documents, certificates of completion, board or license actions, investigative notices, etc.).

Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

When in doubt, disclose and explain.

Since your last registration was issued or renewed:

1. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes but is not limited to a misdemeanor, felony, or a military offense, including a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.

Yes
 No
 2. Have you been found guilty of misconduct, dishonesty, fraud, incompetence, and/or gross negligence in the practice of architecture, engineering, land surveying, or landscape architecture, or had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited, or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities, or is any such action pending?

Yes
 No
-



If you answered "Yes" to either question, you **MUST** submit a full explanation of the circumstances of the event(s) in your own words on a separate attachment. You **MUST** also submit any and all applicable supporting documents (court records including charging documents, judgments, certificate of completion, board actions, investigation notices, etc.).

CONTINUED ON FOLLOWING PAGE

Signature

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

A person who makes a false statement on this application may be subject to civil and criminal penalties, including prosecution for perjury (AS 11.56.200 & AS 11.56.230).

Applicant's Signature: _____

Date: _____

APPLICATION INFORMATION

AELS Information

LICENSE TERM

If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on December 31 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

Lapsed licenses may be renewed only after satisfying the requirements of AS 08.48.231 and 12 AC 36.500 - 12 AAC 36.550. A certificate of registration that has been lapsed for five years is considered expired and cannot be renewed. An expired registration may be reinstated by submitting an Application for Reinstatement (Form 08-4494).

CONTINUING EDUCATION

Before a license can be renewed, the licensee must comply with the continuing education requirements of 12 AAC 36.500 - 12 AAC 36.550. Permanent licenses issued on or after **October 1, 2017** are not subject to continuing education for **this renewal only**. All other licensees are required to complete 24 hours of approved continuing education during the concluding licensing period.

CERTIFICATE OF AUTHORIZATION FOR CORPORATE, LLC OR LLP PRACTICE

A certificate of authorization may be renewed if there are no changes to: company name; person(s) designated in responsible charge; areas of practice; company name; or altered ownership/ membership/ partners as applicable.

If any of the changes listed above are required, please submit an Application for Amendment (Form 08-4409) with your renewal form.

Before renewing a certificate of authorization, at least one person designated in responsible charge for each field of practice must renew his/her registration.

A certificate of authorization for corporate, limited liability company, or limited liability partnership practice that has been lapsed for five years is considered expired and cannot be renewed or reinstated.

LISTSERV

Subscribe at http://list.state.ak.us/mailman/listinfo/Commerce_AELS to receive news and updates from the Alaska Board of Architects, Engineers, and Land Surveyors. Information may include: meeting notices, agendas, newsletters, renewal reminders and notices of regulation changes.

General Information

APPLICATION PROCESSING

The average time to process a paper application varies by program, but can take several weeks from the date it is received in this office, complete with all correct forms, supporting documents and appropriate fees paid. If the application is incomplete, the applicant will be notified of the incomplete and/or incorrect documents and fees. When the application is complete and correct, and all supporting documents have been received and all fees have been paid the license will be issued and sent to you. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

“YES” RESPONSES

A “Yes” response in the application does not mean your application will be denied. If you have responded “Yes” to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and both charging and closing court documentation.

DENIAL OF APPLICATION

Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

RANDOM AUDIT

If your program requires continuing education, the division will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on this renewal form. Please note that licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

ADDRESS OR NAME CHANGE

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

CERTIFIED TRUE COPIES

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a “certified true copy of the original document”. To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, “I certify this is a true copy of the original document” and sign your name. The notary will compare the original document with the copy and then notarize your signature.

SOCIAL SECURITY NUMBERS

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form located at *ProfessionalLicense.Alaska.gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

PUBLIC INFORMATION

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at *ProfessionalLicense.Alaska.gov* under License Search.

ABANDONED APPLICATIONS

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900, or the Postsecondary Education office at (907) 465-2962 or (800) 441-2962 to resolve payment issues.

BUSINESS LICENSES

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or *BusinessLicense.Alaska.gov*

STATUTES AND REGULATIONS

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the program you want to be updated on to the address below.

REGULATIONS SPECIALIST

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

EMAIL: *RegulationsAndPublicComment@Alaska.Gov*

US MAIL: P.O. Box 110806, Juneau, Alaska 99811-0806



THE STATE
of **ALASKA**
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Program Type: _____ License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply):

AMOUNT

Application Fee: _____

License or Renewal Fee: _____

Other (name change, wall certificate, fine, duplicate license, exam, etc.):

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/26/18

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!	
<p>1. Account Number: _____</p> <p>2. Expiration Date: _____</p> <p>3. Billing ZIP Code: _____</p> <p>4. Security Code: _____</p>	<p>All four fields MUST be completed!</p> <p>This section will be destroyed after the payment is processed.</p>