

APPLICANT CHECKLIST

Engineers by Comity

12 AAC 36.105

State of Alaska Board of Registration for Architects, Engineers, and Land Surveyors
P.O. Box 110806
Juneau, Alaska 99811-0806
Phone (907) 465-2540 Fax (907) 465-2974
E-mail: license@alaska.gov

ALL SECTIONS OF THE 4-PAGE APPLICATION MUST BE COMPLETED EVEN IF/THOUGH SUBMITTING AN NCEES RECORD.

1. Completed **TYPEWRITTEN, NOTARIZED** [application](#). Application may be submitted via mail or fax (please choose only one method). **Emailed applications will not be accepted.**
2. Fees: \$350 (\$100 nonrefundable application fee, \$100 board review fee, and \$150 registration fee). Payment can be received by check, money order payable to the State of Alaska, or credit card using the attached payment form. Please submit payment by fax or mail only. **Emailed payments will not be accepted.**
3. Verification of NCEES exams and current registration in at least one other state must be submitted directly from the state board(s) to our office; *these can be accepted electronically or through NCEES.org*;
4. Official transcripts must be submitted directly from the institution and *can be accepted electronically or through NCEES.org*;

OR, Submit an NCEES Council Record in place of #3 and #4

5. Work Experience Verification (form 08-4085d, attached) with at least 24 months of responsible charge verified by a PE in the discipline in which you are applying. This document, once signed and sealed, *can be accepted electronically* if sent directly from your verifiers to our office;

OR,

6. If you are currently registered and have at least five years post registration professional engineering experience, **in lieu of #5**, you can provide two current letters of reference from US-registered professional engineers registered **in the discipline in which you are applying**. *These can be accepted electronically*. The letters should address:

- Your professional experience on projects;
- Your ability and character;
- The reference's professional association to you;
- How long the reference has been an associate of yours (minimum of 5 years)

7. Arctic and Seismic Requirement (12 AAC 36.110). Application may be submitted and reviewed by the board before the course is completed;
 8. [Jurisprudence Questionnaire](#)
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Applications and nonrefundable application fees must be received in the Juneau office 30 days before a scheduled board meeting. Please see the [Board Meeting Schedule](#) for details.