

# APPLICANT CHECKLIST

## Engineers by Examination

### 12 AAC 36.063

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: [AELSboard@Alaska.Gov](mailto:AELSboard@Alaska.Gov)

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1. Completed **NOTARIZED** [application](#). Application may be submitted via mail or fax (please choose only one method). **Emailed applications will not be accepted.**
  2. Fees: \$300 (\$200 nonrefundable application fee and \$100 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 your passing score of the NCEES Fundamentals of Engineering Examination from another state must be submitted directly from the state board(s) to our office; *these can be accepted electronically or through NCEES*. You are exempt from this requirement if you sat the FE exam in Alaska.
  4. Official transcripts must be submitted directly from the institution and *can be accepted electronically*.
  5. Work Experience Verification (form 08-4714) to meet the requirements in 12 AAC 36.063 Table B (also attached) signed by registered professional engineers. This document, once signed and sealed, *can be accepted electronically* if sent directly from your verifiers to our office.
  6. Arctic and Seismic Requirement (12 AAC 36.110). Application may be submitted and reviewed by the board before the course is completed;
  5. [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.**

(B) for board approval of an application made on or after July 1, 2010, an applicant's education and experience must meet the requirements of Table B of this section, as follows:

**TABLE B OF EDUCATION AND WORK EXPERIENCE  
REQUIREMENTS FOR PROFESSIONAL ENGINEERING EXAMINATION**

<b>Description of Training</b>	<b>Equivalent Education in Years</b>	<b>Minimum Work Experience in Years</b>	<b>Total Years of Education and Work Experience</b>
ABET accredited B.S. degree in engineering in the branch of engineering applied for listed in 12 AAC 36.990(17), and a master's or doctorate in engineering acceptable to the board	5	3	8
ABET accredited B.S. degree in engineering that is not in the branch of engineering applied for listed in 12 AAC 36.990(17), and a master's or doctorate in the branch of engineering applied for listed in 12 AAC 36.990(17) that is acceptable to the board	4	4	8
ABET accredited B.S. degree in engineering in the branch of engineering applied for listed in 12 AAC 36.990(17)	4	4	8
ABET accredited B.S. degree in engineering technology in the branch of engineering applied for listed in 12 AAC 36.990(17)	3	5	8
ABET accredited B.S. degree in a branch of engineering that is not the branch for which the applicant has applied	3	5	8
Master's degree in engineering acceptable to the board in the branch listed in 12 AAC 36.990(17) for which the applicant has applied or in a discipline substantially similar to the branch for which the applicant has applied	2	6	8
Doctorate degree in engineering acceptable to the board in the branch listed in 12 AAC 36.990(17) for which the applicant has applied or in a discipline substantially similar to the branch for which the applicant has applied	3	5	8
Master's or doctorate degree in engineering acceptable to the board from a school which has an ABET accredited undergraduate engineering program in the branch for which the applicant has applied	3	5	8
Non-ABET accredited B.S. degree in engineering in the branch applied for	3	6	9

## ENGINEERING WORK EXPERIENCE VERIFICATION

### I. THIS PORTION TO BE COMPLETED BY THE APPLICANT:

I, \_\_\_\_\_, am applying to the State of Alaska for:

Professional Engineer (comity)

Professional Engineering Exam

My application shows that I was under your supervision and/or employ from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ (months)

Subtract gaps of two continuous months or more: \_\_\_\_\_ ( )

**Total Months of Work Experience:** \_\_\_\_\_

**NOTE TO VERIFIERS OF WORK EXPERIENCE:** Any gaps of employment for any reason during the time frame above in excess of two continuous months must be subtracted from the "months" above.

**NOTE TO COMITY APPLICANTS: IF YOU HAVE AT LEAST FIVE YEARS OF POST-REGISTRATION EXPERIENCE, in lieu of work experience verifications,** you may provide two current letters of reference from registered engineers in the same discipline for which you are applying to verify that experience. The letters should address:

- your professional experience on projects;
- your ability and character;
- their professional association to you;
- how long they have been an associate of yours (minimum of 5 years);
- their specific branch of engineering practice; and
- their registered discipline (if any).

**NOTE: Work experience forms and letters of reference should bear the PE stamp (seal) of the verifier and the stamp (seal) should be signed and dated. The work experience forms and letters must be submitted directly from the signer to the Juneau office at the address or fax number given above.**

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**Definitions:** "Sub-professional work" means time spent working as rod-man, chainman, recorder, draftsman, clerk of works, instrumentation, inspector, or similar work where personal responsibility and technical knowledge are slight.

"Professional work" means the time the applicant has been occupied in engineering or Land Surveying work of higher grade and responsibility than that of sub-professional work.

"Responsible Charge" may be gained either in the field or in the office. Responsible charge means:

- (1) In the field, the applicant must have had the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant had to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his/her superiors and where the applicant had to supply solutions to deficiencies in plans or had to correct errors in design without first referring them to higher authority for approval, except where the approval is a matter of form.
- (2) In the office, the applicant must have had to undertake investigations or carry out assignments which demand resourcefulness and originality, or make plans, write specifications, and direct drafting and computations for the design of architectural, engineering, or land surveying work with only rough sketches, general information and field measurements for reference.

II. **EMPLOYER OR SUPERVISOR:** COMPLETE THIS FORM AND SEND DIRECTLY TO THE ALASKA STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND LAND SURVEYORS. THIS IS IMPORTANT TO THE APPLICANT AS HIS/HER EXPERIENCE CANNOT BE ACCEPTED UNLESS VERIFIED.

\_\_\_\_\_ was/was not employed by \_\_\_\_\_

as a \_\_\_\_\_.

**Describe the work the applicant performed and his/her responsibilities.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A REMINDER: IF YOU ARE NOT A PROFESSIONAL ENGINEER, YOU MAY NOT VERIFY ANY "RESPONSIBLE CHARGE" EXPERIENCE. PLEASE CONTINUE.

**ENGINEERING PROFESSIONAL WORK EXPERIENCE VERIFICATION**

In your opinion, has the applicant had **professional** experience on any projects? Please name one: \_\_\_\_\_

1. During the period of employment stated above, how many months were considered "sub-professional work?"  
(See definition above) = \_\_\_\_\_

2. During the period of employment stated above, how many months were considered "professional work?"  
(See definition above) = \_\_\_\_\_

3. Of the time considered "professional work," how many months was the applicant in a position of "responsible charge?"  
(See definition above) = \_\_\_\_\_

**The total months for sub-professional and professional experience should equal the total months during the period of employment** stated in Section I on the previous page. Responsible charge experience is a subset of professional experience and should be less than or equal to the number of months entered for question number 2.

What professional association did you have with the applicant? \_\_\_\_\_

\_\_\_\_\_

Would you employ this applicant in a position of trust?  Yes  No

Do you recommend the applicant for the registration requested?  Yes  No

Professional Seal

Signature

Date

**NOTE: If no seal or stamp is available, please state reason.**

(Print or Type Name)

Email Address

Address

Telephone

Registration No.

State

Were you registered at the time you supervised the applicant?  Yes  No

Were you registered in a discipline specific state?  Yes  No

If "yes", what discipline were you registered in? \_\_\_\_\_

**No, I am not a professional engineer.**