

APPLICANT CHECKLIST

Land Surveyors by Comity

12 AAC 36.107

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

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: \$400 (\$200 nonrefundable application fee, \$100 registration fee, and \$100 AKLS Exam 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*;
4. Official transcripts must be submitted directly from the institution and *can be accepted electronically*;

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

5. Work Experience Verification (form 08-4716) with at least 36 months of responsible charge. 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 land surveying experience, **in lieu of #5**, you can provide two current letters of reference from US registered professional land surveyors. *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. AKLS Requirement (12 AAC 36.100(d)(3)). You must pass the Alaska Land Surveying (AKLS) examination prior to registration. Your application must be reviewed by the board for approval to sit for the AKLS exam, offered in April.
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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.

STATE OF ALASKA
 DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT (DCCED)
 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
 BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND LAND SURVEYORS (AELS)
 P.O. BOX 110806
 JUNEAU, ALASKA 99811-0806
 Phone: (907) 465-2540 Fax: (907) 465-2974
 E-mail: license@alaska.gov

LAND SURVEYOR WORK VERIFICATION

NAME: _____ (Applicant) COMPANY: _____ (Employer)

(NOTE: Do you have a work verification file open with the board? YES NO
 If you need information regarding opening a file, contact the division at the above address.)

SUPERVISOR: _____ DATES OF EXPERIENCE: _____
 (Calendar Dates)

WORK EXPERIENCE (in Months)
(To be completed by applicant)

FIELD	Date(s) From/To	OFFICE	Date(s) From/To
Control or Geodetic Surveys		Boundary Computations	
Topographic Surveys		Field Note Reduction	
Staking Property Boundaries (Location & Monumentation)		Subdivision Design & Property Description Preparation	
Construction Layout (including Building Trades experience)		Survey Project Administration (as Project Manager)	
Professional Judgment Decisions Regarding Placement of Lines or Corners		Plat & Deed Research (Title Research)	
Other (Explain Below):		Other (Explain Below):	

EXPLANATION of "Other" Field or Office Experience (Use a separate page if necessary)

Supervision of Field Party: Yes No Supervision of Office Personnel: Yes No
 Estimated Percentage of Time Supervising: Field Party: _____ Office: _____

APPLICANT

NOTE: No more than 12 months education or experience may be counted in any 12-month period. If you went to school full-time for a school year, you may count that time as a full year for education, but no summer experience may be counted toward "work experience" (12 AAC 36.064 (b) and 12 AAC 36.065(f)).

Original work verifications must be submitted directly to the Alaska Board of Registration for Architects, Engineers and Land Surveyors (AELS) by the Supervisor or Professional Registrant certifying the work experience.

LAND SURVEYOR WORK VERIFICATION

Applicant Name: _____

Please refer to the statutes and regulations referenced.

DEFINITIONS:

AS 08.48.341(13) "**practice of land surveying**" means the teaching of land surveying courses at an institution of higher learning, or any service or work the adequate performance of which involves the application of special knowledge of the principles of mathematics, the related physical and applied related sciences, and the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys for the location and monumentation of property boundaries, for the platting and planning of land and subdivisions of land, including the topography, alignment and grades for streets, and for the preparation and perpetuation of maps, record plats, field note records and property descriptions that represent these surveys;

12 AAC 36.065(b) "**Responsible charge of professional land surveying (P.L.S.)**" means work as a supervisor under the responsible control of a land surveyor registered in the United States, and working in the "practice of land surveying" as described in AS 08.48.341(13). The remainder of the required work experience listed in (a) of this section must be derived from office or fieldwork involving the activities listed in AS 08.48.341(13). Partial completion of a curriculum leading to a degree in land surveying will be considered by the board in determining applicable work experience. The board will determine the amount of credit given for responsible charge experience gained under the responsible control of a professional in engineering based on applicability to professional land surveying.

"**Subprofessional work**" means time spent working as rodman, chainman, recorder, draftsman, clerk of works, instrumentation, inspector, or similar work where personal responsibility and technical knowledge are slight. (12 AAC 36.990(22))

"**Professional work**" means the time the applicant has been occupied in engineering or Land Surveying work of higher grade and responsibility than that of subprofessional work. (12 AAC 36.990(18))

SUPERVISOR:

NOTE: Was applicant continuously employed during calendar dates listed on first page? Yes No
If not, give number of months of actual employment on this report: _____

SUMMARY (in Months)
(To be completed by Supervisor or Professional Registrant)

	Months		Months
Field Work Eligible as "Responsible Charge"		Office Work Eligible as "Responsible Charge"	
Field Work Not Eligible as "Responsible Charge"		Office Work Not Eligible as "Responsible Charge"	

TOTAL MONTHS OF SURVEYING EXPERIENCE (On This Page): _____

TOTAL MONTHS RESPONSIBLE CHARGE (On This Page): _____

TOTAL MONTHS PROFESSIONAL WORK EXPERIENCE (on this page): _____

TOTAL MONTHS SUBPROFESSIONAL WORK EXPERIENCE (on this page): _____

The total months for subprofessional experience should equal the total months during the period of employment.
Responsible charge experience is a subset of professional experience.

If responsible charge experience is credited to the applicant give a brief description of a typical project for which the applicant demonstrated professional judgment and responsible charge experience, and the character of the duties required by the project:

Typical Project Description:

PROFESSIONAL REGISTRANT CERTIFICATION

Name: _____

Signature: _____

Address: _____

City, State, Zip: _____

Date: _____ Telephone No.: _____

Registration No.: _____ State: _____

Were you registered at the time of supervision? Yes No

Place Professional Seal Here
(If no seal or stamp is available,
please state reason.)

NOTE: This document must be submitted directly to the Division by the Supervisor.