

## **Renewal Instructions for Architects Engineers, Land Surveyors and Landscape Architects**

### **RENEWAL PERIOD Jan 1, 2016-Dec 31, 2017**

Licenses not renewed before December 31, 2015 will **lapse on January 1, 2016.**

**Online and paper** renewals will be accepted from November 4, 2015-September 30, 2017.

**NOTE: You will not be able to renew online if you intend to retire your license, you answer yes to one of the general questions or if you are subject to the continuing education requirements and you request an exemption. Licenses with a first issue date on or after October 1, 2013 are exempt from continuing education for their first renewal.**

*If you must file by paper application you may download the application using the links below. Please note: processing time for paper applications is three to four weeks. Please forward via regular mail. **DO NOT Fax or E-mail.** Licenses will be issued effective the date of the post mark or if the post mark is unreadable the date of receipt.*

### **NO GRACE PERIOD**

Your registration to practice as an architect, engineer, land surveyor, or landscape architect in the State of Alaska is lapsing. It is illegal for you to practice if your registration has lapsed. There is no grace period. Incomplete applications or insufficient fees will result in your renewal being rejected.

### **RENEWAL PROCESSING TIME**

Paper/hard copy renewals will be renewed as of the post mark date on the envelope. Online renewals will be processed at the completion of a successful Web application. A license is considered lapsed if not renewed prior to its expiration date.

### **NAME CHANGE**

If you have had a legal name change since your last registration was issued, you must apply on paper and enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change. You cannot change your name during an on line renewal request.

### **EXPIRED REGISTRATION**

If you choose not to renew your registration before it expires, you may reinstate the registration at a later date only after satisfying the requirements of AS 08.48.231, 12 AAC 36.165, and 12 AAC 36.500.550. Registrations that have been lapsed more than five years cannot be renewed and a reinstatement form is required.

### **RETIRED REGISTRATION**

Upon retiring from practice and payment of the required fee, a registrant in good standing (current, with no stipulations) may apply for a "retired" status registration. An architect, engineer, land surveyor, or landscape architect may not practice architecture, engineering, land surveying, or landscape architecture on a retired registration. Before you place your registration in retired status, please review 12 AAC 36.115 regarding reactivation requirements.

### **12 AAC 36.115. RETIRED STATUS REGISTRATION**

(a) An individual holding a retired status registration under AS 08.48.215 may use the title "architect," "engineer," "land surveyor" or "landscape architect" as appropriate but may not indicate that the individual is practicing or soliciting to practice architecture, engineering, land surveying or landscape architecture in the state.

(b) The board will issue an active certificate of registration to an individual who holds a retired status registration if the applicant submits a completed application for reactivation on a form provided by the department; pays the biennial registration renewal fees established in 12 AAC 02.110; and meets the requirements of 12 AAC 36.165(b), if the individual has held a retired status registration for more than five years, meets the continuing education requirements of 12 AAC 36.500-550, if applicable.

### PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Commission on Postsecondary Education has determined you are in loan default, or if the Alaska Child Support Services Division has determined you are in arrears on child support, you will be issued a nonrenewable, temporary license valid for 150 days and your fee will not be refunded. Contact Postsecondary Education at 1-888-441-2961, in Juneau at (907) 465-2961 or Child Support Enforcement at (907) 269-6963 to resolve payment issues.

### PUBLIC INFORMATION

Please be aware that all information on this renewal form will be available to the public unless required to be kept confidential by state or federal law.

### BUSINESS LICENSES

Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550. Online renewal is now available.

### EXEMPTION FROM SOCIAL SECURITY NUMBER REQUIREMENT

If you do not have a United States Social Security number, or are a foreign citizen unable to obtain a United States Social Security Number, please contact the division for a waiver request form (DCCED Form #08-4372 (Rev.3/01)).

### RENEWAL DUE DATE

If you are prompted to complete your renewal by mail, the processing time for properly completed paper renewal applications is three to four weeks after receipt. Plan accordingly and submit your paper renewal application as soon as possible to ensure processing by the lapse date. Online renewals will be processed at the completion of a successful web application. **Do not submit your application early if you have not completed your continuing education.**

### 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, 2013** 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.

### RANDOM AUDIT

The Board 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.

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 4 years so you can respond to audits.

### **Certificate of Authorization (COA) for Corporate, LLC or LLP Practice**

Your Corporate Authorization to practice in the State of Alaska is lapsing. By law it is illegal for you to practice or offer to practice if your corporate, LLC or LLP Certificate of Authorization (COA) has lapsed. Renewal applications received by mail will be renewed effective as of the post mark on the envelope. Return a completed, signed application to the above address with a check or money order payable to the State of Alaska, or use the credit card payment form attached to the renewal application.

**NOTE: In order to renew your Certificate of Authorization (COA) your professionals in responsible charge must renew their licenses first.**

YOU MAY ALSO RENEW ON-LINE if there has been NO CHANGE in your company's designation of responsible charge, company name, or areas of practice and you are able to answer no to both of the general

questions. To renew online go to the Professional Licensing Section at [www.commerce.alaska.gov/web/cbpl](http://www.commerce.alaska.gov/web/cbpl), select Architects, Engineers, and Land Surveyors from the licensed professions drop-down menu.

#### PUBLIC INFORMATION

Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. In addition, current licensee information, including mailing addresses, is also available from the Division's website Professional License Search.

#### CREDIT CARDS

Credit cards accepted by the State of Alaska are Visa and Master Card. Payments cannot be accepted via e-mail. You must mail them via USPS to: State of Alaska, DCCED, DCBPL, Board of Registration for Architects, Engineers and Land Surveyors, P. O. Box 110806, Juneau, AK 99811-0806

#### NOTIFICATION OF PROPOSED REGULATION CHANGES

If you would like to receive notice of all proposed architect, engineer, land surveyor, and landscape architect regulation changes, please send a written request to add your name to the Board of Architects, Engineers, and Land Surveyors Interested Parties List to:

##### REGULATIONS SPECIALIST

Department of Commerce, Community, and Economic Development · Division of Corporations, Business  
& Professional Licensing  
P.O. Box 110806, Juneau, Alaska 99811-0806