



THE STATE
of

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

Board of Registration for Architects, Engineers and Land Surveyors

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Phone: (907) 465-2550

Email: AELSBoard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors

Verification of Work Experience — Landscape Architect by Comity

If you are currently registered and have at least five years post-registration professional landscape architectural experience, in lieu of work experience verifications, you can provide two current letters of reference from registered professional landscape architects in a state, territory, or possession of the United States, the District of Columbia, or a foreign country. Each letter must be signed and sealed and can be accepted electronically. The letters should address: Your professional experience on projects, your ability and character, the reference's professional association to you, and how long the reference has been an associate of yours.

→ **Applicant:** Complete the identifying information below and forward a copy of this form to your employer or supervisor where you obtained your work experience. *Make additional copies of this form, as needed.*

Applicant Name:			
Start Date:		End Date:	

→ **Verifiers of Work Experience:** Complete this bottom part for the applicant identified above and return the form directly to the Board of Registration for Architects, Engineers and Land Surveyors at the letterhead address or email.

In order for the applicant to receive full credit for work experience, the experience must be gained while under the responsible control of a landscape architect registered in the United States. To determine how much credit for work experience the applicant will receive answer the questions below. (See 12 AAC 36.068(c))

Applicant Name:		Job Title:	
Business Name:		Total Months:	
Job Duties:			
Describe the work he/she performed and his/her responsibilities. If applicable, list a project and the applicant's role:			
What professional association did you have with the applicant?			
If the professional association is anything other than supervisor, provide an explanation as to how this professional association allowed you to review/supervise the responsible charge experience.			

1. Would you employ this applicant in a position of trust?		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you recommend the applicant for professional registration?		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Using the period of employment from page 1, how many months were considered "sub-professional" work?		
Sub-professional work means time spent working in design support or construction related employment.		
4. Using the period of employment from page 1, how many months were considered "professional" work?		
Professional work means the time the applicant has been occupied in architecture, engineering, land surveying, or landscape architecture work of higher grade and responsibility than that of sub-professional work.		
5. Of the time considered "professional" work, how many months was the applicant in a position of "responsible charge"?		
<p>Per 12AAC 36.063 "To receive full credit for responsible charge experience, an applicant must gain responsible charge experience while under the responsible control of a professional engineer registered in the United States in the branch of engineering for which the applicant has applied."</p> <p>Responsible charge means:</p> <ul style="list-style-type: none"> 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. 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. <p>Note: The total months for sub-professional and professional experience should equal the total months during the period of employment indicated. 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 4.</p>		
6. In your opinion, has the applicant had professional experience on any projects?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name one:		
7. Are you a registered landscape architect?		<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Were you registered at the time you supervised the applicant?		<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do you have a degree in landscape architecture?		<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Do you have at least eight years of experience as a landscape architect?		<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Do you have at least eight years post-registration experience, the majority of which was obtained as a landscape architect?		<input type="checkbox"/> Yes <input type="checkbox"/> No
12. If no stamp or seal is available below, state the reason why:		

Signature				
Professional Seal	Signature:		Date Signed:	
	Printed Name:		Title:	
	Email:		Phone:	
	Registration State:		Registration Number:	