



THE STATE
of **ALASKA**

GOVERNOR SEAN PARNELL

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

ANNUAL FISCAL REPORT
TO PROFESSIONAL LICENSING BOARDS
AND COMMISSIONS

NOVEMBER 2014

OFFICE OF THE DIRECTOR

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Department of Commerce, Community,
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DIVISION OF CORPORATIONS, BUSINESS AND
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P.O. Box 110806
Juneau, Alaska 99811-0806
Director: 907.465.2538

November 7, 2014

Dear members of professional licensing boards and commissions:

I am pleased to share with you the division's first comprehensive Annual Fiscal Report to Professional Licensing Boards and Commissions.

Since FY11, the end-of-year report has included a brief explanation of direct and indirect expenses. In FY13, indirect expenses by accounting code were included in each program's final report. Last year, we began routinely including a list of direct expenses by account code in all quarterly reports and posting those reports on the division web site. We also initiated a six-year review of each licensing program's fiscal activity for the Legislature's review, published to all board members and posted online for public examination.

The end-of-year report has been expanded to include additional fiscal tools to assist incumbent board members in evaluating annual and quarterly information—and help all board members, new or experienced, gain thorough knowledge about the multi-faceted scope of the division's fiscal processes.

The annual report includes details regarding:

- Fiscal highlights of FY14
- The division's annual budget
- Professional licensing fee-setting process
- Board review of fiscal documentation
- Direct expense explanation
- Indirect expense explanation
- Informational appendices

With the publication of this first Annual Fiscal Report to Professional Licensing Boards and Commissions, covering fiscal year 2014, the division strives to deliver on its promise of "relentless, incremental improvement" in transparency and accountability to board members, licensees, and the public.

As always, if you have any questions about these documents, please contact me directly.

Sincerely,

A handwritten signature in blue ink that reads "Sara Chambers".

Sara Chambers
Division Director

By rolling up our sleeves and digging into the details, we reduced division indirect expenses by \$995,267—a 20% reduction since FY13.

FY11	FY12	FY13	FY14
\$3,372,304	\$4,383,828	\$5,021,035	\$4,025,768

CBPL adjusted internal controls to achieve a 34% reduction in division legal expenses since FY11.

FY11	FY12	FY13	FY14
\$928,521	\$747,367	\$705,505	\$615,038

Professional licensing overcame a historical deficit in annual license fee collection.

FY11	FY12	FY13	FY14
(\$1,636,079)	(\$1,715,580)	(\$2,081,028)	\$155,243

The number of professional licensees continued to increase—up 22% since FY11.

FY11	FY12	FY13	FY14
55,015	63,917	66,894	67,226

DIVISION ANNUAL BUDGET

The division is authorized revenues and expenditures in the budget adopted annually by the Alaska State Legislature. The division's current budget, published by the Office of Management and Budget, is shown below in Figure 1 as the *Final FY15 Enacted Operating Budget*. Once the budget is signed into law, it goes into effect for the next fiscal year, which begins July 1. Any adjustments to the current year's budget are adopted as incremental or decremental supplements by the legislature during Legislative Session.

FIGURE 1: FY14 AND FY15 CBPL OPERATING BUDGETS:

	Final FY2014 Operating as Passed (10678)	Final FY2015 Enacted Operating Budget (11452)
71000 Personal Services	6,897.7	7,051.3
72000 Travel	732.9	658.7
73000 Services	4,417.6	4,497.0
74000 Commodities	110.5	110.4
75000 Capital Outlay	137.4	137.4
77000 Grants, Benefits	0.0	0.0
78000 Miscellaneous	0.0	0.0
Totals	12,296.1	12,454.8

The division's operating budget is just under \$12.5 million; however, we do not receive general funds from the legislature; we are granted authority to spend the funds collected through licensing fees. While individual licensing program revenues are segregated, the total spending authority ceiling is shared among all CBPL activities. The division as a whole cannot spend more than its appropriated amount.

This total includes all aspects of administration of all professional and business licensing programs, board activity, corporation registration, and investigation expenses.

Spending authority gives the green light to expend revenues collected through licensing fees up to the stated limit in each functional area:

71000 Personal Services:	Payroll and benefits for division staff (licensing, investigations, administration)
72000 Travel:	All travel expenses for board members, staff, and investigators
73000 Services/Contractual:	Agreements with other agencies to perform services outside the division's expertise, including Department of Law, Office of Administrative Hearings, fingerprinting by the Department of Public Safety, inspections by Department of Environmental Conservation

Contracts with vendors to provide services outside the state’s purview, such as printer maintenance, professional testing, program-specific consulting, postage and mailing

74000 Commodities/Supplies: Consumable supplies, such as paper, pens, envelopes, and staples

75000 Equipment/Capital Outlay: Major durable purchases, including computers, desks, and office equipment

These functional areas shown in the division budget are the same as board members receive in the Quarterly Schedules of Revenues and Expenditures for their licensing programs and in the division’s Annual Report to the Legislature, the summary of which is included in this report as Appendix A. (The entire report, including individual licensing program detail, is on the division web site at the link shown in Appendix E.) This consistency allows board members to compare how their expenditures fit within the division’s overall spending authority—including all expenses for professional licensing functions and investigations for 40+ programs, corporations and business licensing, and administrative support for each of these sections of the division.

PROFESSIONAL LICENSING FEE-SETTING PROCESS

The division is tasked in statute (AS 08.01.050) with proper administration of licensing fees, revenues, and expenditures. The state’s professional licensing activities are funded wholly by “receipt supported services.” This means that by statute, all costs must be covered by licensing fees.

State law delegates the responsibility for fee-setting to the division, which in turn must consult with the board when proposing changes to that program’s fees. It requires the division to “annually review each fee level to determine whether the regulatory costs of each occupation are approximately equal to fee collections.” The annual review informs fee-setting for the biennial licensing period—a cycle that, by design, collects a program’s significant source of revenue only once every two years.

Because AS 08.01.065 requires the division to assess fees that approximate the cost of that particular licensing program, boards should not maintain too large a roll-forward surplus or carry too extreme a deficit. If a licensing program collects a higher fee amount than needed, those funds carry forward from one fiscal year to the next. The surplus may provide a future benefit to the licensees by allowing fees to be maintained or lowered and for use to offset ongoing program-specific expenses. Conversely, if the amount collected is not adequate to cover expenses, that deficit carries forward as a liability for the next fiscal year. This often results in fee increases for the next renewal or—if the deficit is significant—the deficit can be amortized through incremental increases over multiple licensing periods. (Dept. of Law opinion, Milks, 2014)

BOARD AND COMMISSION REVIEW OF FISCAL DOCUMENTATION

Your board’s staff liaison will include documentation of the board’s most current finances in materials available before each scheduled meeting. In your board meeting packet, you will receive:

- Quarterly Schedule of Revenue & Expenditure (i.e. the board’s quarterly report)
- Breakout of direct program expenditures

The year-end report will contain information about annual indirect allocation, as well as additional fiscal back-up documentation.

Board meetings may happen more frequently than new reports are published, which may result in a meeting without updated financial information. Please keep that in mind as meetings are scheduled.

Report publication schedule:

1st Quarter (July-September) = Reports ready the 15th of November

2nd Quarter (October-December) = Reports ready at the end of January

3rd Quarter (January-March) = Reports ready at the end of April

4th Quarter (April-June) = Reports ready mid-October

Due to the statewide year-end financial close-out process, the raw data to produce final end-of-year reports is available to the department becomes available September 1. Reporting for the various agencies within the department then requires additional time, so a little “radio silence” between May and October is necessary. Once this data is final, though, final reports will be issued, followed shortly by each program’s first-quarter report.

Final year-end reporting is complete for FY14; each board member will receive a copy via email from their staff liaison, and these documents will also be included in board packets for the first regular meeting following this report.

DIRECT EXPENSES

Direct expenses are incurred specifically on behalf of the licensing program in implementation of the administrative and investigative responsibilities enumerated in statute to the division and/or a board appointed by the Governor.

Personal services charges (account code 71000) include the salaries and benefits of division staff working directly on behalf of a program—typically a licensing examiner, records and licensing supervisor, and investigator. Some programs may also directly utilize the services of an office assistant, project assistant, regulations specialist, paralegal, or executive administrator. Many licensing programs share staff, so only the time actually worked on their activities is charged to that program’s code.

Travel expenses (72000) for board members, licensing staff, and investigators working in support of a specific licensing program are charged to that program. Travel through the state system requires adherence to the state travel policy, which is outlined in a separate document. Travel arranged directly through associations after obtaining pre-approval from the CBPL director will not reflect in a program’s 72000 line of expenses.

Contractual expenses (73000) include services provided by agencies outside the division. These costs predominantly represent advice provided by an attorney with the Department of Law in conjunction with board meetings, regulations, enforcement, or appeals of board decisions. They may also include appeal expenses incurred by the Office of Administrative Hearings and expenses for licensing examinations, facilities usage, expert witnesses, credit card fees, FedEx, and other similar contracts required to support the mission of the program.

Supplies (74000) and equipment (75000) used for a program are usually fairly minimal and may include binders for board books, folders and labels for licensing files, and other tangible resources requested by

a specific employee to meet the needs of their program(s). Equipment and supply requests are reviewed by a supervisor and purchased by the department through processes required by the state's procurement code.

INDIRECT EXPENSES

Indirect expenses are services and expenses that are not directly attributable to a singular program or profession. Within the Division of Corporations, Business & Professional Licensing (CBPL), costs meeting this criterion are charged to one administrative code, then allocated among the two revenue-generating units of the division: (1) Corporations and Business Licensing and (2) Professional Licensing.

CBPL's indirect costs include:

- Salaries for CBPL division management, front desk staff, and certain employees performing services for multiple programs.
- Travel for management that is not directly chargeable to a singular program.
- Various services and commodities, such as the Lexis Nexis research database subscription, copies of statutes and regulations, records storage, purchase/lease and maintenance of printers and copiers, and other shared supplies and equipment.

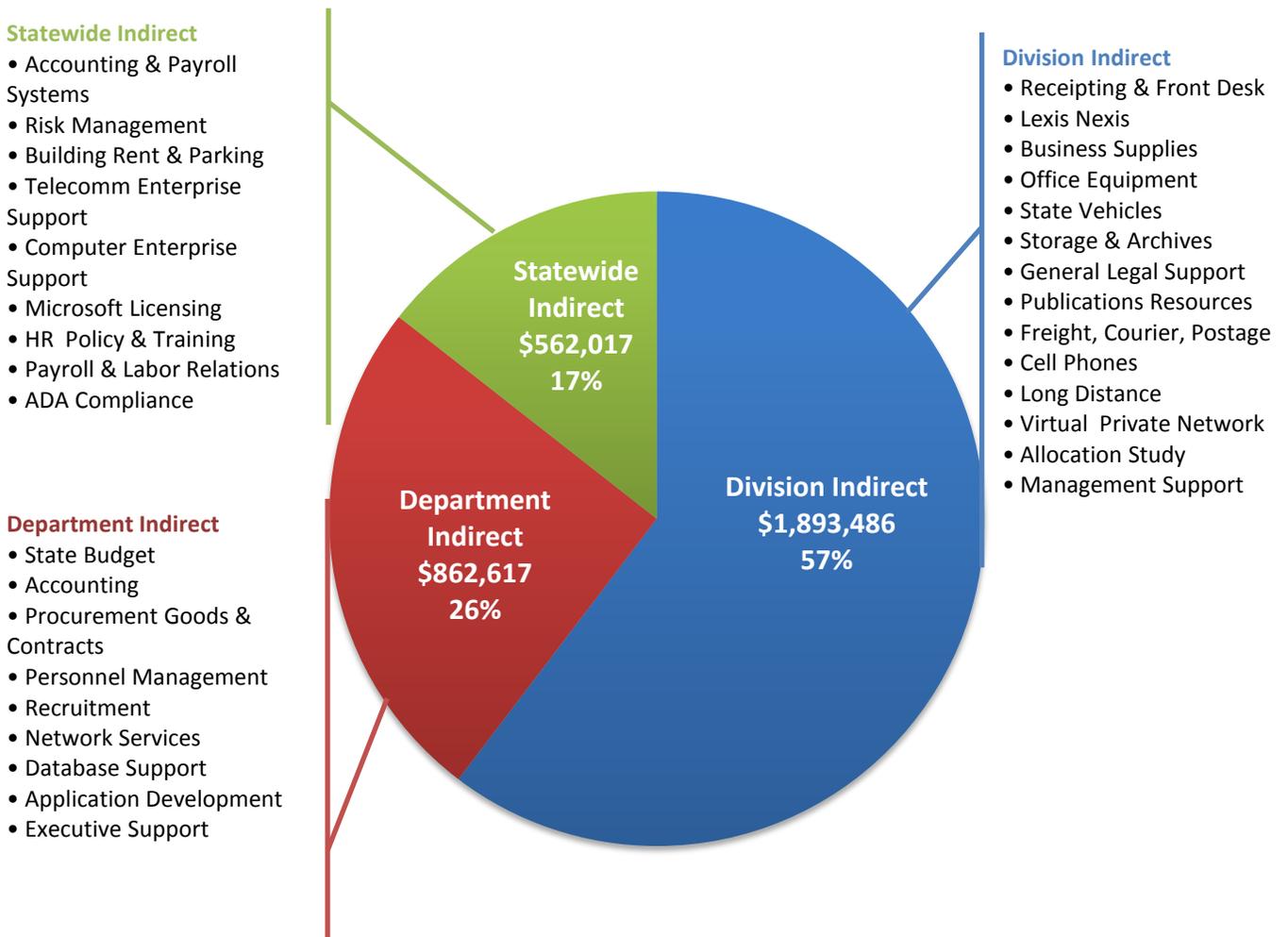
It is more cost-effective for the division to share certain central resources with other agencies in the department and across the state. Department cost allocations, to which every department agency contributes, include services of the Commissioner's Office and the Division of Administrative Services (ASD). Costs are distributed equitably in accordance with a plan approved by the Office of Management and Budget and put into place in FY10.

Included in this indirect allocation are:

- Department-wide functional support areas, including fiscal oversight and accounting, network services and support, software programming and support, human resources, and procurement
- Statewide core costs for services that every state agency receives, including:
 - Department of Administration – Human Resources, Risk Management, AKSAS/AKPAY accounting systems, mail services, state-owned building rental, parking garages, Microsoft licenses, enterprise computer services, computer anti-virus protection, telecom support services, telecom PBX phones, pagers, and virtual private networks
 - Department of Labor – ADA management and compliance

In FY12, several boards had concerns about many indirect expenses processing in the third quarter and suddenly skewing the anticipated carry-forward for the program for that year. In FY13 going forward, the indirect expense is estimated in each of the reports for first three quarters of the year, then is reconciled in the end-of-year report. The prior year's indirect allocation is used, so board members should not be surprised to see that number change at the end of the year. Many expenses are processed only at the end of the fiscal year, so it can often appear that a great deal of funds were expended that quarter when, in fact, they were simply processed at that time.

FIGURE 2: FY14 BREAKDOWN OF INDIRECT ALLOCATION TO CBPL:



INDIRECT EXPENSE ALLOCATION METHODOLOGY

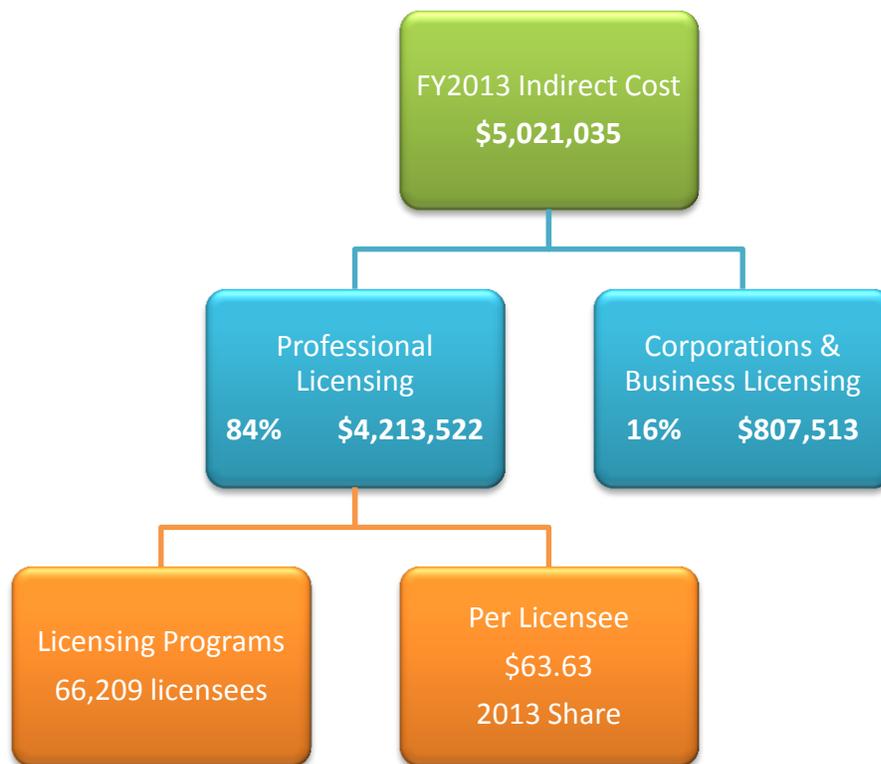
The division has strived to define and further refine its indirect allocation methodology since a Legislative Audit in FY11 revealed a deficiency in the indirect expenses carried by the Corporations and Business Licensing Unit. The legislature in FY12 provided \$3.4 million to recoup the indirect expenses overpaid by professional licensing programs. The division, in partnership with its sister Division of Administrative Services, undertook an exhaustive examination of all revenues and expenses for each of its professional licensing programs, ensuring each transaction was reconciled to the state accounting system. This project, sometimes referred to as the “10-year look-back,” provided boards and commissions with accurate documentation of accounting for their programs since 2001.

This effort did not make “whole” all programs that had been operating at a deficit; it only made correct the operating expenses over the last decade. Some programs converted their negative carry-forward balances to surplus; some discovered that they were deeper in deficit than anticipated before the

reconciliation. Regardless of the outcome of this massive effort in FY12, it paved the way for programs to receive transparent fiscal details—and for the division to be held accountable for its responsibility to accurately manage its fiscal affairs.

Another outflow of the project was to codify a reasonable, defensible, justifiable method of allocating indirect expenses to the division from the state and department levels—and then within the division across the work units and various licensing programs. From FY12-FY13, indirect expenses were allocated to the division according to level of effort, then distributed further to professional licensing programs by licensee count (Figure 3).

FIGURE 3: FY13 INDIRECT ALLOCATION WITHIN CBPL



In FY14, from this position of strength, CBPL launched a deeper analysis of indirect costs. The result led to implementation of three new indirect allocation methodologies, as represented in Figure 4, below:

- 1) Allocating costs, both statewide and departmental, to agencies based on PCN, or position, count. It was determined that the division should be consistent with the statewide and department allocation methodology whenever possible. This methodology is based on percentage of time coded to each program; these percentages are driven by payroll reports for each position.

Examples of CBPL indirect expenses now allocated by PCN count are indicated by account code; a full explanation of each line of account code can be found on the Department of Administration’s website as listed in Appendix E.

Statewide (per federally approved cost allocation plans):

- 73805 IT/Non-Telecom
- 73806 IT/Telecom
- 73810 Human Resources
- 73811 Building Leases

Departmental:

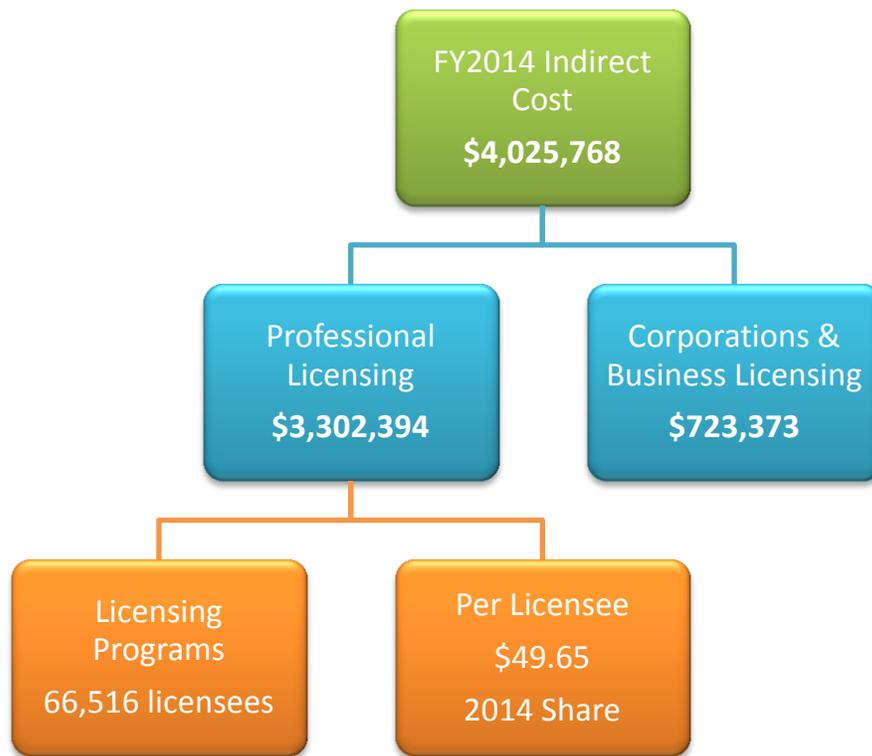
- 73155 Software Maintenance
- 73979 Management/Consulting (support from the Division of Administrative Services and Commissioner's Office)

2) Allocation of CBPL personal services costs for administrative and accounting activity during high-volume renewal cycles. Following a review of CBPL administrative staff personal services, specifically the receipting staff & a portion of their supervisor's time, resulted in an updated allocation based on the number of transactions staff processed for each program in the department's receipting system.

This change resulted in the Business Licensing and Corporations programs paying a more accurate, higher percentage of the administrative staff's personal services costs due to the fact that there is a higher volume of business license and corporations transactions processed when compared to professional licensing transactions. Professional Licensing programs were charged for 49.2% (\$193.9) of the personal services of CBPL administrative staff in FY14 vs. 84% (\$331.2) they would have been allocated if maintaining the allocation methodology used in FY13.

3) Allocation of ASD personal services costs for administrative and accounting activity during high-volume renewal cycles. The allocation for ASD revenue support staff that process CBPL's accounting transactions was similarly adjusted, now driven by the count of financial lines entered to the State Accounting System for each program.

FIGURE 4: FY14 INDIRECT ALLOCATION WITHIN CBPL



The breakdown of the division’s indirect expenses by account code is included in this report as Appendix D.

ADDITIONAL INFORMATION

Additional fiscal information is available to board members and other division stakeholders by contacting the division. Many useful documents are located throughout our web site; Appendix E of this publication contains links to our reporting page.

The division’s Annual Report to the Legislature, the summary of which is included in this report as Appendix A, breaks down an estimate of investigative expenses for each licensing program as shown in the investigator personal services, legal, and hearing/mediation account lines. In FY14 and prior, the report contains non-investigative expenses incurred by the Department of Law, such as board advice and regulations projects. Strategies have been put into place to further narrow down the true cost of investigations for FY15 by removing those unrelated charges from this section of the report.

Your input and participation inspired this opportunity to refine our work in support of your mission. Thank you for your service to the State of Alaska as a member of a professional licensing board or commission.

APPENDICES

Appendix A: Summary of Professional Licensing Revenues and Expenditures

Appendix B: CBPL Indirect Allocation Table

Appendix C: CBPL Indirect Allocation by Methodology

Appendix D: Indirect Expenditures by Account Code

Appendix E: Links to account code explanations and additional reporting tools

Appendix F: Professional Licensing Statistics

Appendix G: Statutory enumerations of power to the division and our licensing boards and commissions

FY14 Summary of All Professional Licensing Schedules of Revenues and Expenditures

Division of Corporations, Business and Professional Licensing

	FY 08	FY 09	Biennium	FY 10	FY 11	Biennium	FY 12	FY 13	Biennium	FY 14
Revenue from License Fees	8,497,318	8,123,209	16,620,528	6,874,672	7,215,958	14,090,629	7,463,303	7,604,545	15,067,848	9,571,360
Revenue from Other Sources	-	-	-	-	-	-	-	-	-	20,000
TOTAL REVENUE	\$ 8,497,318	\$ 8,123,209	\$ 16,620,528	\$ 6,874,672	\$ 7,215,958	\$ 14,090,629	\$ 7,463,303	\$ 7,604,545	\$ 15,067,848	9,591,360
Direct Expenditures										
Personal Services	2,832,261	2,983,944	5,816,205	3,271,821	3,585,867	6,857,688	3,797,696	3,761,614	7,559,310	4,181,525
Travel	270,932	357,668	628,600	387,918	325,313	713,231	327,621	285,258	612,879	335,151
Services	1,402,795	1,495,664	2,898,459	1,663,938	2,084,874	3,748,811	1,343,122	1,402,586	2,745,708	1,584,907
Commodities	21,597	40,303	61,900	33,810	21,160	54,970	25,397	22,592	47,989	16,415
Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Direct Expenditures	4,527,585	4,877,579	9,405,163	5,357,487	6,017,213	11,374,701	5,493,836	5,472,051	10,965,887	6,117,998
Investigation Expenditures*										
71000-Personal Services	809,104	876,029	1,685,133	1,057,876	934,487	1,992,363	1,266,489	1,163,320	2,429,808	1,512,927
73079-Expert Witnesses	22,272	53,374	75,646	91,588	73,641	165,229	40,221	21,271	61,492	38,964
73812-Legal	523,544	525,550	1,049,094	677,452	899,817	1,577,269	480,836	662,539	1,143,375	585,162
73821-Hearing/Mediation	133,577	169,711	303,288	139,087	231,741	370,828	106,204	56,338	162,542	80,874
Total Investigation Expenditures	1,488,497	1,624,664	3,113,161	1,966,003	2,139,686	4,105,689	1,893,749	1,903,468	3,797,218	2,217,927
Indirect Expenditures										
Internal Administrative Costs	2,197,311	2,433,066	4,630,377	2,832,510	2,834,823	5,667,334	1,816,864	2,222,825	4,039,689	1,884,722
Departmental Costs	-	-	-	-	-	-	1,241,429	1,266,385	2,507,814	858,553
Statewide Costs	-	-	-	-	-	-	626,753	724,312	1,351,065	559,119
Total Indirect Expenditures	2,197,311	2,433,066	4,630,377	2,832,510	2,834,823	5,667,334	3,685,046	4,213,522	7,898,568	3,302,394
TOTAL EXPENDITURES	\$ 6,724,895	\$ 7,310,645	\$ 14,035,540	\$ 8,189,998	\$ 8,852,037	\$ 17,042,034	\$ 9,178,883	\$ 9,685,573	\$ 18,864,455	9,420,392
<i>*(Investigation Expenditures are included in the total of Direct Expenditures.)</i>										
ANNUAL SURPLUS/(DEFICIT)	\$ 1,772,423	\$ 812,563	\$ 2,584,988	\$ (1,315,326)	\$ (1,636,079)	\$ (2,951,405)	\$ (1,715,580)	\$ (2,081,028)	\$ (3,796,607)	170,968
Beginning Cumulative Surplus (Deficit)	6,768,404	8,540,828		9,353,392	8,038,067		6,401,988	4,686,409		2,605,381
Ending Cumulative Surplus (Deficit)	8,540,828	9,353,392		8,038,067	6,401,988		4,686,409	2,605,381		2,776,350
AKSAS Carryforward Balance Program Share**								2,605,381		2,776,350
<i>** (Effective FY13 AKSAS Carryforward Balance is reconciled to Cumulative Surplus (Deficit))</i>										
FEE ANALYSIS***										
Number of Licensees			52,437			54,113	63,917	66,894	65,406	67,226
Revenue per License										
Expenditures per License										
License Fee Increase/(Decrease) to Equal Expenditures										
License Fee Percent Increase/(Decrease) to Equal Expenditures										
Adjustment Needed for Carryforward										
Total License Fee Increase/(Decrease)										
Total License Fee Increase/(Decrease) Percent										
Projected License Fee for Next Biennium										
<i>*** (Actual biennial license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes.)</i>										

Division of Corporations, Business and Professional Licensing

FY14 Indirect Allocation Table

						Non-PCN			PCN							
Name	CC	Direct Revenues	3rd Party Reimbursement	Total Revenues	Direct Expense	Indirect Expense Allocated by License %	CBPL Admin Receipt Staff Allocated By Portal Transactions	ASD Fiscal Rev Staff Allocated By AKSAS Transactions	Indirect Expense (Total Non-PCN Allocated)	Indirect Expense (Total PCN Allocated)	Total Indirect Expense	Total Expenses	2014 Annual Surplus (Deficit)	2013 Annual Surplus (Deficit)	2013 Total Indirect Expense	
Acupuncture	8535148	\$ 780	\$ -	\$ 780	2,477	3,316	81	92	3,490	691	4,181	6,658	\$ (5,878)	\$ (7,826)	\$ 7,700	
Architects, Engineers, Land Surveyors	8535125	1,983,134	5,931	1,989,064	431,374	195,902	11,314	4,481	211,697	78,681	290,377	721,751	1,267,313	(599,336)	431,350	
Audiology/Speech Pathologists	8535149	8,325	-	8,325	10,822	13,060	914	939	14,913	3,086	17,998	28,820	(20,495)	(21,685)	27,683	
Barbers & Hairdressers	8535127	903,618	-	903,618	278,745	210,736	34,968	8,641	254,346	62,694	317,040	595,785	307,833	(389,412)	428,613	
Chiropractors	8535129	24,503	537	25,039	81,001	9,133	1,345	1,152	11,631	12,064	23,695	104,695	(79,656)	74,709	21,128	
Collection Agencies	8535150	148,623	-	148,623	52,939	21,583	3,086	1,038	25,707	10,987	36,695	89,634	58,989	25,034	40,411	
Concert Promoters	8535151	6,360	-	6,360	6,568	175	132	114	420	1,440	1,860	8,429	(2,069)	16,568	2,864	
Construction Contractors	8535152	746,723	-	746,723	642,976	242,092	20,903	6,685	269,680	90,877	360,558	1,003,534	(256,811)	(152,730)	534,765	
Home Inspectors	8535172	16,583	-	16,583	12,062	2,676	396	320	3,392	3,676	7,068	19,129	(2,547)	(4,688)	4,900	
Dental	8535131	75,095	-	75,095	273,326	67,308	2,853	1,778	71,938	36,289	108,227	381,553	(306,457)	(84,141)	150,253	
Dietitians/Nutritionists	8535159	11,395	-	11,395	16,150	5,788	350	818	6,956	1,831	8,788	24,938	(13,543)	(12,734)	13,110	
Direct Entry Midwives	8535128	3,990	-	3,990	45,096	1,483	91	114	1,689	9,010	10,698	55,795	(51,805)	(17,361)	3,946	
Dispensing Opticians	8535132	11,025	-	11,025	6,628	3,840	401	441	4,681	1,948	6,630	13,257	(2,232)	13,719	8,273	
Electrical Administrator	8535158	178,010	-	178,010	59,836	28,418	5,213	2,134	35,765	20,452	56,217	116,053	61,957	(74,455)	58,676	
Euthanasia	8535161	150	-	150	6,253	320	30	36	386	1,201	1,587	7,841	(7,691)	(6,634)	636	
Guardians/Conservators	8535162	-	-	-	1,268	233	-	-	233	387	619	1,887	(1,887)	3,362	636	
Guide-Outfitters	8535133	791,489	-	791,489	467,315	54,917	4,279	3,364	62,560	59,827	122,387	589,701	201,787	(468,345)	105,642	
Hearing Aid Dealers	8535160	1,240	-	1,240	4,091	960	46	64	1,070	919	1,988	6,079	(4,839)	(5,540)	1,846	
Marine Pilots	8535134	6,250	-	6,250	122,529	2,618	51	85	2,754	15,775	18,529	141,058	(134,808)	70,077	7,573	
Foreign Pleasure Craft	8535168	42,250	-	42,250	9,098	-	56	78	134	1,528	1,662	10,760	31,490	76,150	-	
Marital & Family Therapy	8535136	12,015	-	12,015	47,521	3,083	152	149	3,385	7,164	10,549	58,070	(46,055)	4,942	7,064	
Mechanical Administrator	8535157	142,820	-	142,820	45,087	17,627	3,213	1,451	22,291	17,049	39,339	84,427	58,393	(55,071)	36,402	
Medical	8535135	278,849	-	278,849	756,901	148,810	9,690	3,904	162,404	129,724	292,128	1,049,029	(770,180)	244,791	357,464	
Mortuary Science	8535154	3,905	-	3,905	21,049	4,363	132	142	4,637	4,897	9,534	30,583	(26,678)	(10,258)	10,691	
Naturopaths	8535155	25,185	-	25,185	30,451	1,803	325	341	2,470	2,467	4,937	35,387	(10,202)	(20,180)	3,627	
Nurse Aides	8535167	418,635	-	418,635	236,737	108,844	18,060	3,755	130,660	49,854	180,513	417,250	1,385	(201,624)	209,184	
Nursing	8535137	606,092	2,497	608,589	934,241	418,098	17,456	10,590	446,144	172,093	618,238	1,552,479	(943,889)	466,530	992,143	
Nursing Home Administrators	8535138	2,760	-	2,760	4,747	1,803	66	107	1,976	1,296	3,272	8,019	(5,259)	5,877	4,009	
Optometry	8535139	8,685	-	8,685	22,898	5,497	193	206	5,897	4,938	10,834	33,732	(25,047)	22,648	12,473	
Pawnbrokers	8535173	19,500	-	19,500	6,285	873	173	185	1,230	1,407	2,637	8,922	10,578	(3,451)	1,655	
Pharmacy	8535140	673,100	1,701	674,801	231,036	120,246	18,847	4,168	143,261	54,651	197,912	428,947	245,853	(259,031)	228,785	
Physical/Occupational Therapy	8535141	276,230	1,793	278,023	123,327	33,188	9,233	2,745	45,167	23,884	69,051	192,377	85,646	(115,675)	78,340	
Professional Counselors	8535147	231,595	2,608	234,203	89,648	18,238	3,797	1,494	23,528	17,454	40,982	130,629	103,573	(96,524)	35,447	
Psychology	8535142	38,650	-	38,650	110,035	7,941	650	661	9,252	16,575	25,827	135,863	(97,213)	72,668	17,246	
Public Accountancy	8535143	437,375	1,081	438,456	247,458	47,790	2,924	2,169	52,883	34,405	87,288	334,746	103,710	(297,493)	99,978	
Real Estate	8535145	1,139,844	-	1,139,844	405,962	80,310	15,142	6,024	101,475	78,651	180,127	586,089	553,755	(347,346)	158,590	
Real Estate Appraisers	8535146	56,250	1,499	57,749	52,815	8,435	878	740	10,053	10,884	20,937	73,752	(16,002)	156,697	18,583	
Social Workers	8535130	190,015	2,353	192,368	117,909	22,193	4,386	1,579	28,158	35,339	63,497	181,405	10,963	(86,808)	45,948	
Storage Tank Workers	8535156	13,980	-	13,980	6,031	2,123	345	377	2,845	3,007	5,853	11,884	2,096	(4,535)	4,009	
Veterinary	8535144	34,545	-	34,545	95,654	18,936	1,751	1,209	21,896	20,241	42,137	137,791	(103,246)	7,635	41,875	
Nonexistent board/commission (ie Athletic Commission)																
Totals Without Geologists		9,569,570	20,000	9,589,570	6,116,344.23	1,934,760	193,923	74,370	2,203,052	1,099,342	3,302,394	9,418,738	170,832	(2,081,475)	4,213,522	
Geologists	8535153	1,790	-	1,790	1,653.46	-	-	-	-	-	-	1,653	137	(38,756)		
Totals All Boards		9,571,360	20,000	9,591,360	6,117,998	1,934,760	193,923	74,370	2,203,052	1,099,342	3,302,394	9,420,392	170,968	(2,120,231)		
ABL & Corporations	8535002	8,468,710		8,468,710	900,112.50	309,155	200,349	38,207	547,711	175,662	723,373	1,623,486				
Fines & Forfeit GF		267,325		267,325												
3rd Party Reimbursements		36,826	(20,000)	16,826												
Revenue Transfer In (Carry Forward)		2,605,381		2,605,381												
CBPL Administration SY13 Encumbrances Released					(26,117)											
Total Non PCN - Allocated by License %					2,270,031											
CBPL Admin Receipt Staff By Portal Trans					394,272											
Non PCN Fiscal Rev By Trans					112,577											
CBPL Administration - Alloc by PCN		50		50	1,275,005											
RSA's, Presc Drug, RE Fund		344,620		344,620	293,450							293,450				
Total CBPL		21,294,272	-	21,294,272	11,337,327	2,243,914	394,272	112,577	2,750,763	1,275,004	4,025,767	11,337,327				

APPENDIX B - FY14 CBPL Annual Report

FY14 Indirect Allocation Methodology
Division of Corporations, Business and Professional Licensing

FY14 CBPL INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Allocated To Programs By PCN:	100.00%	86.22%	13.78%
Software Maintenance - Microsoft	20,095	17,326	2,769
IT Non-Telecommunications	55,000	47,423	7,578
IT Telecommunications	117,501	101,312	16,189
Human Resources	55,177	47,575	7,602
Building Leases	373,866	322,357	51,509
Allocated To PL Programs By License Count:	100.00%	86.22%	13.78%
CBPL Admin Costs Not Allocable By PCN Or Transaction Count	1,987,793	1,713,926	273,868
Allocated To All Programs By Actual Transactions:			
CBPL Receiving Staff By Transaction Count	394,272	193,923	200,349
Total CBPL Indirect Expenses	3,003,703	2,443,841	559,863
FY14 COMMISSIONER'S OFFICE & ADMINISTRATIVE SERVICES	Total	Prof Lic	Corp & Bus Lic
Allocated To Programs By PCN:	100.00%	86.22%	13.78%
Commissioner's Office	178,501	153,908	24,593
Administrative Services - Director's Office	38,438	33,142	5,296
Administrative Services - Human Resources	25,297	21,812	3,485
Administrative Services - Fiscal	64,803	55,875	8,928
Administrative Services - Budget	31,795	27,414	4,381
Information Technology	82,330	70,987	11,343
Information Technology - Network & Database	196,219	169,185	27,034
Procurement	20,045	17,283	2,762
Procurement - Mail	6,199	5,345	854
Procurement - Facilities	9,739	8,397	1,342
Allocated To PL Programs By License Count:	100.00%	86.22%	13.78%
CO & ASD Costs Not Allocable By PCN Or Transaction Count	256,121	220,834	35,287
Allocated To All Programs By Actual Transactions:			
ASD Receiving Staff By Transaction Count	112,577	74,370	38,207
Total Commissioner's Office & Administrative Services	1,022,064.00	858,552.72	163,511.28
Grand Total	4,025,767	3,302,394	723,374
FY14 TOTALS BY METHODOLOGY	Total	Prof Lic	Corp & Bus Lic
Allocated To Programs By PCN:	1,275,005	1,099,341	175,663
Allocated To PL Programs By License Count:	2,243,914	1,934,760	309,155
Allocated To All Programs By Actual Transactions:	506,849	268,293	238,556
Grand Total	4,025,767	3,302,394	723,374

CBPL FY14 Indirect Expenditures by Account Code

Row Labels	Account Name	Sum of Actual	Sum of Encumbrance
71172	REGULAR PAY	848,645	-
71322	OT STRAIGHT TIME	897	-
71324	OT - TIME & ONE-HALF	3,733	-
71396	HOLIDAY-HOURS WORKED	283	-
71588	ELECTRONIC PROP ALLO	1,575	-
71670	HOLIDAY PAY	39,961	-
71671	COURT LEAVE	588	-
71680	ANNUAL LEAVE	1,479	-
71685	PERSONAL LEAVE	88,911	-
71690	SICK LEAVE	2,008	-
71700	MILITARY LEAVE	2,966	-
71750	LEAVE PAY OUT	5,428	-
71760	SICK PAY	(122)	-
71790	AK SUPPLEMNTL BENEFT	60,950	-
71795	MEDICARE TAX	13,902	-
71800	PERS DB	61,349	-
71801	PERS DCR	36,399	-
71815	PERS DCR HRA	29,273	-
71816	PERS DCR RMP	3,360	-
71818	PERS DB UNF'D LIAB	85,254	-
71820	UNEMPLYMNT INSURANCE	3,227	-
71830	GROUP HLTH INSURANCE	319,221	-
71835	BASIC LIFE & TRAVEL	802	-
71840	WORKERS' COMP INS	7,910	-
71870	LEAVE CASHIN EMPR CH	22,886	-
71871	TERMINAL LV EMPR CHG	11,102	-
71874	LEAVE - HOLIDAY POOL	285	-
71911	GGU EMER LV BK-CONTR	262	-
71912	GGU EMER LV BK-USAGE	(1,412)	-
71922	GGU CATAST LV BANK	152	-
71925	ASEA LEGAL TRUST	1,401	-
71935	CEA LEGAL TRUST	6	-
71936	ASEA INJURY LV USAGE	117	-
71940	GGU BUS LV BANK CONT	657	-
71941	GGU BUS LV BANK USE	(267)	-
71948	SUPR BUS LV BNK CONT	717	-
71950	SUPERVSRS LEGAL TRST	604	-
71970	PERSONAL SVCE TRANS	(56,986)	-
72111	AIRFARE	9,643	-
72112	SURFACE TRANSPORT	2,229	-
72113	LODGING	6,732	-
72114	MEALS & INCIDENTALS	4,070	-
72411	AIRFARE	5,166	-
72412	SURFACE TRANSPORT	426	-
72413	LODGING	6,476	-

Collocation Code Name CBPL ADMINISTRATION

Row Labels	Account Name	Sum of Actual	Sum of Encumbrance
72414	MEALS & INCIDENTALS	1,651	-
72424	MEALS & INCIDENTALS	420	-
72426	NONTAX REIMBURSEMENT	1,966	-
72930	CASH ADVANCE FEE	3	-
73026	TRAINING/CONFERENCES	2,200	-
73027	TEST MONITOR/PROCTOR	-	0
73029	MEMBERSHIPS	2,751	-
73051	ACCOUNTING/AUDITING	(0)	0
73079	EXPERT WITNESS	-	-
73082	TRANSCRIPTION/RECORD	-	-
73154	SOFTWARE LICENSING	30,044	-
73155	SOFTWARE MAINTENANCE	30,644	-
73157	TELEVISION	423	-
73226	FREIGHT	973	-
73227	COURIER	1,159	-
73228	POSTAGE	1,538	-
73401	LONG DISTANCE	4,913	0
73402	LOCAL/EQUIP CHARGES	403	-
73403	DATA/NETWORK	1,424	(0)
73404	CELLULAR PHONES	2,157	200
73421	SEF FUEL A87 ALLOWED	2,192	-
73423	SEF OPER A87 ALLOWED	11,098	-
73424	SEF SVC/PRT A87 ALWD	800	-
73428	SEF F/C A87 ALLOWED	456	-
73429	SEF F/C A87 UNALLOWD	134	-
73451	ADVERTISING	0	-
73528	DISPOSAL	34	-
73660	OTHER REPAIRS/MAINT	23,359	-
73667	STRUCTURE/INFRASTRC	371	(0)
73668	ROOM/SPACE	14,012	-
73677	OFFICE FURN & EQUIP	3,015	(0)
73687	OFFICE FURN & EQUIP	33,021	653
73756	PRINT/COPY/GRAPHICS	26,075	-
73766	TRANSPORT SERVICES	12	-
73805	I/A IT NON-TELECOMM	55,000	-
73806	I/A IT TELECOMM	117,501	-
73808	I/A BUILDING MAINT	-	-
73809	I/A MAIL	14,695	-
73810	I/A HUMAN RESOURCES	55,177	-
73811	I/A BUILDING LEASES	373,866	-
73812	I/A LEGAL	24,880	-
73814	I/A INSURANCE	1,308	-
73815	I/A FINANCIAL	4,833	-
73816	I/A ADA COMPLIANCE	829	-
73819	I/A COMMISSION SALES	371	-

Collocation Code Name CBPL ADMINISTRATION

Row Labels	Account Name	Sum of Actual	Sum of Encumbrance
73821	I/A HEARING/MEDIATN	-	-
73979	I/A MGMT/CONSULTING	1,209,287	-
74222	BOOKS AND EDUCATIONA	71	-
74226	EQUIP/FURN/TOOLS/VEH	27,960	218,016
74229	BUSINESS SUPPLIES	35,179	0
74233	INFO TECH EQUIPMENT	48,433	-
74236	SUBSCRIPTIONS	30,723	0
74237	I/A PURCHASES	275	-
74481	FOOD SUPPLIES	3,034	-
74700	ELECTRICAL	84	-
Grand Total		3,833,016	218,868

Total - Actuals & Encumbrances	4,051,885
CBPL Administration SY13 Encumbrances Released	(26,117)
TOTAL	4,025,768

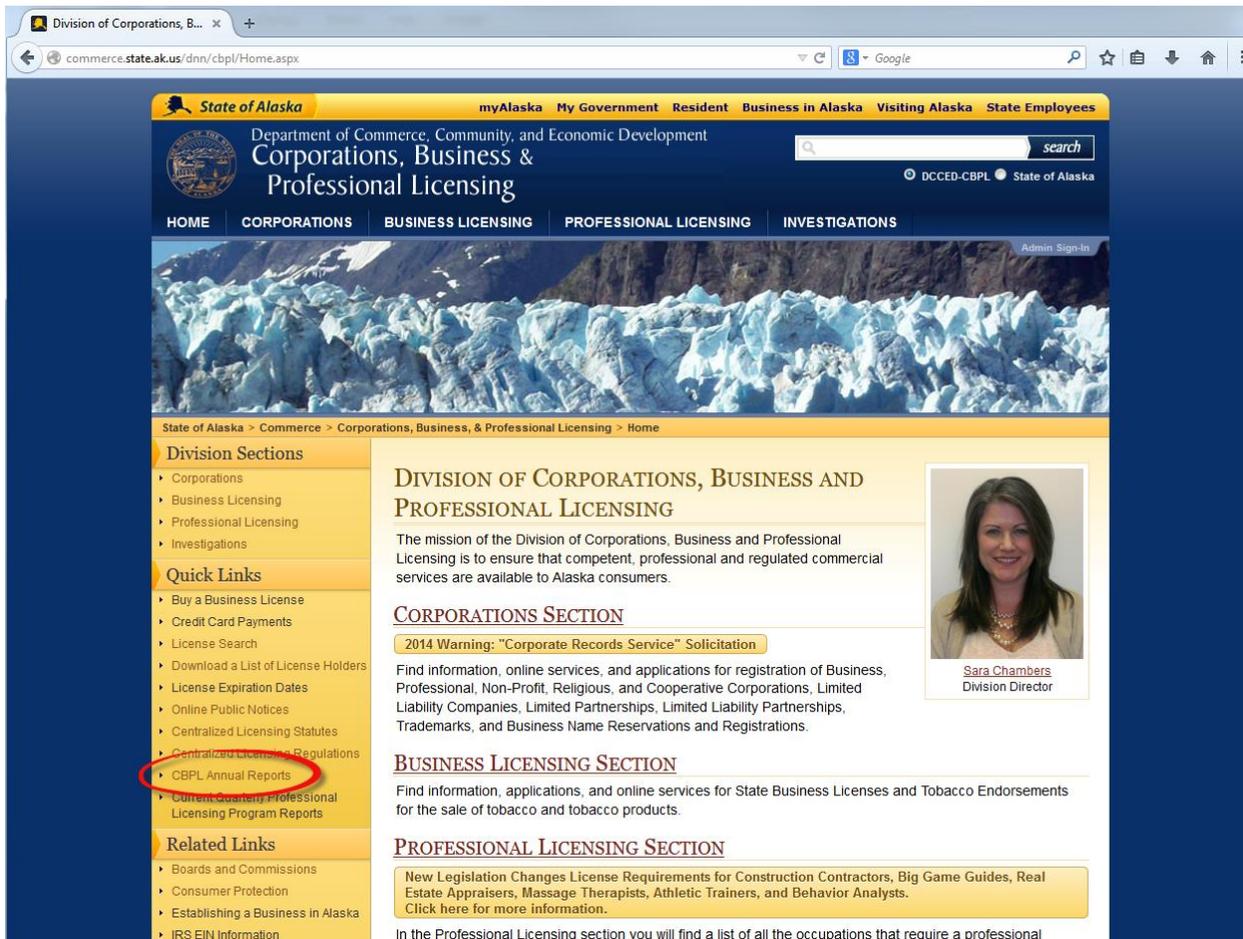
Professional Licensing Portion of Indirect 3,302,394

Links To CBPL Annual Reporting Documents

1. PROFESSIONAL LICENSING ANNUAL REPORT TO THE LEGISLATURE

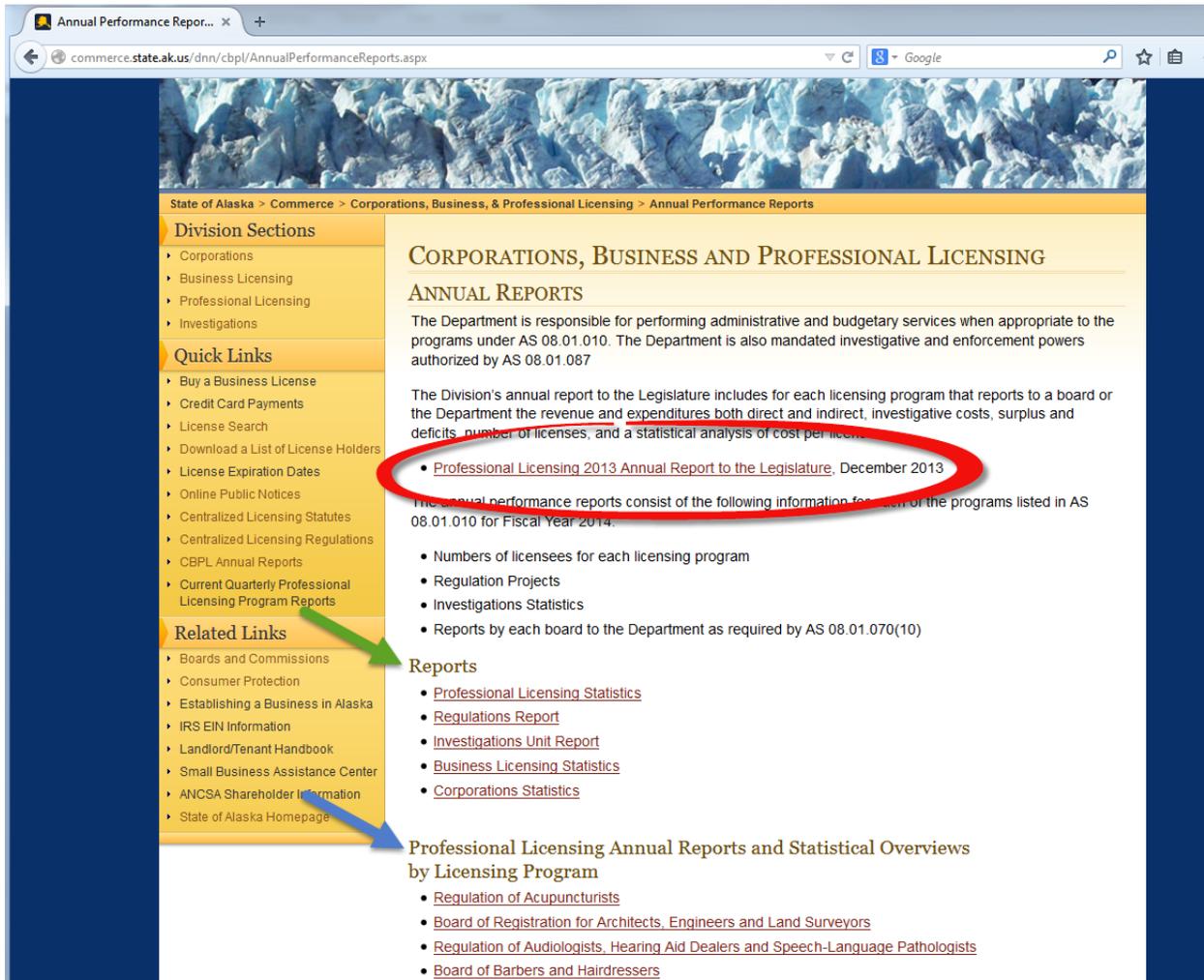
To locate this report online, visit the division’s home page at <http://commerce.state.ak.us/dnn/cbpl/Home.aspx>. Click on the link in the sidebar titled “CBPL Annual Reports.” You will notice that this link is just above a link to “Current Quarterly Professional Licensing Reports,” where you can always find your program’s most recent Schedule of Revenues and Expenditures (Figure 1-A).

Figure 1-A:



You will be directed to the division’s reporting page (Figure 1-B). Many annual statistics are available on this page, including the most recently published “Professional Licensing Annual Report to the Legislature,” indicated in red. The green arrow shows the division’s various unit reports, and the blue arrow shows each board’s annual report to the division, and each licensing program’s analysis of licensing statistics for the most recent fiscal year.

Figure 1-B:



2. EXPLANATIONS OF STATE OF ALASKA ACCOUNTING CODES

The codes used in AKSAS, the state accounting system, are briefly explained in a document published by the Department of Administration, Division of Finance, at http://doa.alaska.gov/dof/acct/resource/acct_codes.doc (Figure 2). This reference will be useful in demystifying the abbreviated names of the account codes on each quarterly direct expenditure report, as well as the end-of-year indirect expenditure report.

Since each division within each department has a different purpose and structure, the particulars to your program may require further inquiry. The division's Administrative Officer is available to answer questions about specific codes; please send any questions to your staff liaison, and they will be researched timely by the Administrative Officer. Only account codes in the 72000-77000 series are included in this Division of Finance document.

Figure 2:

EXPENDITURE ACCOUNT CODE STRUCTURE

72000 - TRAVEL	Summary	Detail
73000 - SERVICES	Summary	Detail
74000 - COMMODITIES	Summary	Detail
75000 - CAPITAL OUTLAY	Summary	Detail
77000 - GRANTS AND BENEFITS	Summary	Detail

72000 - TRAVEL ACCOUNT CODE STRUCTURE

72100 INSTATE TRAVEL [DETAIL](#)

<p>72110 EMPLOYEE TRAVEL</p> <p>72111 AIRFARE</p> <p>72112 SURFACE TRANSPORT</p> <p>72113 LODGING</p> <p>72114 MEALS & INCIDENTALS</p> <p>72116 REIMB TRAVEL COSTS</p>	<p>72120 NONEMPLOYEE TRAVEL</p> <p>72121 AIRFARE</p> <p>72122 SURFACE TRANSPORT</p> <p>72123 LODGING</p> <p>72124 MEALS & INCIDENTALS</p> <p>72125 TAXABLE PER DIEM</p> <p>72126 NONTAX REIMBURSEMENT</p> <p>72127 JUROR SURFACE TRANSP</p>
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72400 OUT OF STATE TRAVEL [DETAIL](#)

<p>72410 EMPLOYEE TRAVEL</p> <p>72411 AIRFARE</p> <p>72412 SURFACE TRANSPORT</p> <p>72413 LODGING</p> <p>72414 MEALS & INCIDENTALS</p> <p>72416 REIMB TRAVEL COSTS</p>	<p>72420 NONEMPLOYEE TRAVEL</p> <p>72421 AIRFARE</p> <p>72422 SURFACE TRANSPORT</p> <p>72423 LODGING</p> <p>72424 MEALS & INCIDENTALS</p> <p>72425 TAXABLE PER DIEM</p> <p>72426 NONTAX REIMBURSEMENT</p>
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FY14 Professional Licensing Statistics

Division of Corporations, Business and Professional Licensing

BOARD/COMMISSION/OCCUPATION:	CC	NEW LICENSES ISSUED IN FY14	TOTAL LICENSES IN FY14*	% of LICENSEES	TOTAL LICENSES IN FY13	+ / - CHANGE SINCE FY13	% CHANGE SINCE FY13
Acupuncture	8535148	5	114	0.17%	121	(7)	-5.79%
AELS	8535125	656	6,735	10.13%	6,778	(43)	-0.63%
Audiology/Speech Pathologists	8535149	84	449	0.68%	435	14	3.22%
Barbers & Hairdressers	8535127	935	7,245	10.89%	6,735	510	7.57%
Chiropractors	8535129	21	314	0.47%	332	(18)	-5.42%
Collection Agencies	8535159	107	742	1.12%	635	107	16.85%
Concert Promoters	8535151	5	6	0.01%	45	(39)	-86.67%
Construction Contractors	8535152	804	8,323	12.51%	8,403	(80)	-0.95%
Home Inspectors	8535152	15	92	0.14%	77	15	19.48%
Dental	8535131	247	2,314	3.48%	2,361	(47)	-1.99%
Dietitians/Nutritionists	8535159	28	199	0.30%	206	(7)	-3.40%
Direct Entry Midwives	8535128	8	51	0.08%	62	(11)	-17.74%
Dispensing Opticians	8535132	26	132	0.20%	130	2	1.54%
Electrical Administrators	8535158	47	977	1.47%	922	55	5.97%
Euthanasia Permits	8535161	3	11	0.02%	10	1	10.00%
Guardians/Conservators	8535162	0	8	0.01%	10	(2)	-20.00%
Guide-Outfitters	8535133	157	1,888	2.84%	1,660	228	13.73%
Hearing Aid Dealers	8535160	6	33	0.05%	29	4	13.79%
Marine Pilots	8535134	1	90	0.14%	119	(29)	-24.37%
Marital & Family Therapy	8535136	11	106	0.16%	111	(5)	-4.50%
Mechanical Administrators	8535157	27	606	0.91%	572	34	5.94%
Medical	8535135	632	5,116	7.69%	5,617	(501)	-8.92%
Mortuary Science	8535154	15	150	0.23%	168	(18)	-10.71%
Naturopaths	8535155	6	62	0.09%	57	5	8.77%
Nurse Aides	8535137	552	3,742	5.63%	3,287	455	13.84%
Nursing	8535137	1,795	14,374	21.61%	15,590	(1,216)	-7.80%
Nursing Home Administrators	8535138	10	62	0.09%	63	(1)	-1.59%
Optometry	8535139	10	189	0.28%	196	(7)	-3.57%
Pawnbrokers	8535173	4	30	0.05%	26	4	15.38%
Pharmacy	8535140	796	4,134	6.22%	3,595	539	14.99%
Physical/Occupational Therapy	8535141	230	1,141	1.72%	1,231	(90)	-7.31%
Professional Counselors	8535147	69	627	0.94%	557	70	12.57%
Psychology	8535142	36	273	0.41%	271	2	0.74%
Public Accountancy	8535143	67	1,643	2.47%	1,571	72	4.58%
Real Estate	8535145	320	2,761	4.15%	2,492	269	10.79%
Real Estate Appraisers	8535146	39	290	0.44%	292	(2)	-0.68%
Social Workers	8535130	77	763	1.15%	722	41	5.68%
Storage Tank Workers	8535156	9	73	0.11%	63	10	15.87%
Veterinary	8535144	124	651	0.98%	658	(7)	-1.06%
Sub-Total:		7,984	66,516	100.00%	66,209	307	0.46%
Geologists**	8535153	26	710		685	25	3.65%
Total:		8,010	67,226		66,894	332	0.50%

* Total column includes all active primary biennial licenses, plus certain temporary, inactive, and retired licenses issued in FY14. Definitions of these types vary by program and are included with primary biennial license types to establish a level of activity within the licensing program.

** Geologists are issued a lifetime certification and follow a different licensing process than other programs.

STATUTORY AUTHORITY FOR ADMINISTRATION OF THE DIVISION AND ITS BOARDS AND COMMISSIONS

A full enumeration of all statutory and regulatory authority for the division and its programs can be found on the CBPL web site.

Sec. 08.01.050. Administrative duties of department. (a) The department shall perform the following administrative and budgetary services when appropriate:

- (1) collect and record fees;
 - (2) maintain records and files;
 - (3) issue and receive application forms;
 - (4) notify applicants of acceptance or rejection as determined by the board or, for occupations or activities listed in AS 08.01.010 that are regulated directly by the department, as determined by the department under applicable law;
 - (5) designate dates examinations are to be held and notify applicants;
 - (6) publish notice of examinations and proceedings;
 - (7) arrange space for holding examinations and proceedings;
 - (8) notify applicants of results of examinations;
 - (9) issue licenses or temporary licenses as authorized by the board or, for occupations or activities listed in AS 08.01.010 that are regulated directly by the department, as authorized by the department under applicable law;
 - (10) issue duplicate licenses upon submission of a written request by the licensee attesting to loss of or the failure to receive the original and payment by the licensee of a fee established by regulation adopted by the department;
 - (11) notify licensees of renewal dates at least 30 days before the expiration date of their licenses;
 - (12) compile and maintain a current register of licensees;
 - (13) answer routine inquiries;
 - (14) maintain files relating to individual licensees;
 - (15) arrange for printing and advertising;
 - (16) purchase supplies;
 - (17) employ additional help when needed;
 - (18) perform other services that may be requested by the board;
 - (19) provide inspection, enforcement, and investigative services to the boards and for the occupations listed in AS 08.01.010 regarding all licenses issued by or through the department;
 - (20) retain and safeguard the official seal of a board and prepare, sign, and affix a board seal, as appropriate, for licenses approved by a board;
 - (21) issue business licenses under AS 43.70.
- (b) The form and content of a license, authorized by a board listed in AS 08.01.010, including any document evidencing renewal of a license, shall be determined by the department after consultation with and consideration of the views of the board concerned.

Sec. 08.01.065. Establishment of fees. (a) Except for business licenses, the department shall adopt regulations that establish the amount and manner of payment of application fees, examination fees, license fees, registration fees, permit fees, investigation fees, and all other fees as appropriate for the occupations covered by this chapter.

(b) *[Repealed, Sec. 4 ch 34 SLA 1992.]*

(c) Except as provided in (f) – (i) of this section, the department shall establish fee levels under (a) of this section so that the total amount of fees collected for an occupation approximately equals the actual regulatory costs for the occupation. The department shall annually review each fee level to determine whether the regulatory costs of each occupation are approximately equal to fee collections related to that occupation. If the review indicates that an occupation's fee collections and regulatory costs are not approximately equal, the department shall calculate fee adjustments and adopt regulations under (a) of this section to implement the adjustments. In January of each year, the department shall report on all fee levels and revisions for the previous year under this subsection to the office of management and budget. If a board regulates an occupation covered by this chapter, the department shall consider the board's recommendations concerning the occupation's fee levels and regulatory costs before revising fee schedules to comply with this subsection. In this subsection, "regulatory costs" means costs of the department that are attributable to regulation of an occupation plus

- (1) all expenses of the board that regulates the occupation if the board regulates only one occupation;
- (2) the expenses of a board that are attributable to the occupation if the board regulates more than one occupation.

(d) The license fee for a business license is set by AS 43.70.030(a). The department shall adopt regulations that establish the manner of payment of the license fee.

(e) *[Repealed, Sec. 28 ch 90 SLA 1991.]*

(f) Notwithstanding (c) of this section, the department shall establish fee levels under (a) of this section so that the total amount of fees collected by the State Board of Registration for Architects, Engineers, and Land Surveyors approximately equals the total regulatory costs of the department and the board for all occupations regulated by the board. The department shall set the fee levels for the issuance and renewal of a certificate of registration issued under AS 08.48.211 so that the fee levels are the same for all occupations regulated by the board.

(g) Notwithstanding (c) of this section, the department shall establish fee levels under (a) of this section so that the total amount of fees collected by the department for all occupations regulated under AS 08.11 approximately equals the total regulatory costs of the department for all occupations regulated by the department under AS 08.11. The department shall set the fee levels for the issuance and renewal of licenses issued under AS 08.11 so that the fee levels are the same for all occupations regulated by the department under AS 08.11.

(h) Notwithstanding (c) of this section, the department shall establish fee levels under (a) of this section so that the total amount of fees collected by the Board of Barbers and Hairdressers approximately equals the total regulatory costs of the department, the board, and the Department of Environmental Conservation for all occupations regulated by the board. For purposes of this subsection, the regulatory costs of the Department of Environmental Conservation for the occupations regulated by the board include the cost of inspections under AS 08.13.210(b), the cost of developing and adopting regulations under AS 44.46.020 for barbershop, hairdressing, manicuring, esthetics, body piercing, ear piercing, and tattooing and permanent cosmetic coloring establishments, and the cost to the Department of Environmental Conservation of enforcing those regulations except for the enforcement costs relating to ear piercing establishments. The department shall set the fee levels for the issuance and renewal of a practitioner's license issued under AS 08.13.100 so that the license and license renewal fees are the same for all occupations regulated by the Board of Barbers and Hairdressers.

(i) Notwithstanding (c) of this section, the department shall establish fee levels under (a) of this section so that the total amount of fees collected by the Department of Commerce, Community, and Economic Development for specialty contractors, home inspectors, and associate home inspectors approximately equals the total regulatory costs of the department for those three registration categories. The department shall set the fee levels for the issuance and renewal of a certificate of registration issued under AS 08.18 so that the fee levels are the same for all three of these registration categories and so that the fee level for a home inspector with a joint registration is not different from the fee level for a home inspector who does not have a joint registration. In this subsection, "joint registration" has the meaning given in AS 08.18.171.

Sec. 08.01.070. Administrative duties of boards. Each board shall perform the following duties in addition to those provided in its respective law:

- (1) take minutes and records of all proceedings;
- (2) hold a minimum of one meeting each year;
- (3) hold at least one examination each year;
- (4) request, through the department, investigation of violations of its laws and regulations;
- (5) prepare and grade board examinations;
- (6) set minimum qualifications for applicants for examination and license and may establish a waiver of continuing education requirements for renewal of a license for the period in which a licensee is engaged in active duty military service as described under AS 08.01.100(f);
- (7) forward a draft of the minutes of proceedings to the department within 20 days after the proceedings;
- (8) forward results of board examinations to the department within 20 days after the examination is given;
- (9) notify the department of meeting dates and agenda items at least 15 days before meetings and other proceedings are held;
- (10) submit before the end of the fiscal year an annual performance report to the department stating the board's accomplishments, activities, and needs.

Sec. 08.01.090. Applicability of the Administrative Procedure Act. The Administrative Procedure Act (AS 44.62) applies to regulations adopted and proceedings held under this chapter, except those under AS 08.01.087(b) and actions taken under AS 08.68.333(c).