



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Construction Contractors Program
PO Box 110806, Juneau AK 99811-0806
(907) 465-2550 • Email: license@alaska.gov
ProfessionalLicense.Alaska.Gov/ConstructionContractors

CON

FOR DIVISION USE ONLY

Now Available!
Renew Online:
• Fast
• Easy

Residential Contractor Endorsement Biennial License Renewal

January 1, 2017 — December 31, 2018

- Online renewal is available at: ProfessionalLicense.Alaska.Gov/ConstructionContractors
- Your residential contractor endorsement license lapses after December 31, 2016.
- There is no grace period — it is illegal to work if your license has lapsed.
- Make checks and money orders payable to the State of Alaska, or use the attached credit card payment form.
- Plan on a four- to six-week processing time for correct and complete renewal applications.

PART I Renewal Information

Fees Due:	<input type="checkbox"/> License Renewal <i>(for licenses first issued on or before December 31, 2015)</i>	\$235.00
	<input type="checkbox"/> Prorated License Renewal <i>(for licenses first issued on or after January 1, 2016)</i>	\$117.50

Alaska Residential Contractor Endorsement Number:	
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Full Legal Name:			
Mailing Address: This is an address change: <input type="checkbox"/>			
Contact Phone:	()	—	Birthdate:

EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting your license or other business with the Alaska Division of Corporations, Business and Professional Licensing by email, you agree to notify the Division in writing when your email address changes. You understand that failure to check your email address or to keep it in good standing may result in an inability to receive crucial information, potentially resulting in the inability to obtain or retain licensure.

Email Address:		<input type="checkbox"/> Send my Correspondence by Email <input type="checkbox"/> Send my Correspondence by US Mail
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SOCIAL SECURITY NUMBER: AS 08.01.100 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

Part II Statement of Compliance

By checking the appropriate box below, you are verifying your compliance with the continuing competency requirements in Article 4 of 12 AAC 21.650 – .690.

Check one of these three boxes:

Renewal for licenses issued on or before December 31, 2014

I certify that I have successfully completed 16 credit hours of approved continuing education between January 1, 2015, and December 31, 2016. You are not required to submit proof of continuing education unless audited.

— or —

Renewal for licenses issued between January 1, 2015, and December 31, 2015

I certify that I have successfully completed 8 credit hours of approved continuing education between January 1, 2015, and December 31, 2016. You are not required to submit proof of continuing education unless audited.

— or —

Renewal for licenses issued on or after January 1, 2016

I am not required to document any continuing education.

If your renewal is postmarked after December 31, 2016, complete this section:

I have checked the appropriate box above to certify that I successfully met the continuing education requirements. Attached are certificates documenting completion of continuing education requirements as stated in Article 4 of 12 AAC 21.650 – .690.

— or —

I certify that I have successfully completed some or all of my hours of continuing education after December 31, 2016, but prior to submitting this renewal application. Attached are certificates documenting completion of the continuing education.

Continuing Competency

Your license will not be renewed unless you have met the continuing competency requirements in Article 4 of 12 AAC 21.650 – .690 (see attached regulations). Continuing education credits earned to reinstate or renew a lapsed license may not be used to satisfy the continuing education requirements for a future renewal or reinstatement.

Random Audit

A percentage of license renewal applications will be randomly selected for audit. If selected, you must submit certificates or other acceptable proof that you satisfied the continuing competency requirements as you have stated on this application. You are required to save your documents for at least four years so you can respond to audits.

PART III Continuing Education Documentation

Course #	Date Completed	Course Title	Sponsor Name	Credit Hours

You may submit one new home energy rating certificate per renewal.

4-Star Plus Home = 4 Hours

5-Star Home = 6 Hours

5-Star Plus or 6-Star Home = 8 Hours

PART IV Assignment of Residential Endorsement

Your endorsement will be renewed only if the general contractor's license you want to be assigned to is current. If you are the general contractor, please submit the residential endorsement and your general contractor license renewal applications together at the same time.

You cannot be assigned to more than two general contractors at a time.

Choose **ONE** of the following:

- I am NOT working with a general contractor and wish to renew this license as "unassigned."
- I am working with the general contractor(s) listed below:

General Contractor: _____ License Number: _____

General Contractor: _____ License Number: _____

PART V Professional Fitness

The following questions **must be answered**. "Yes" answers may not automatically result in license denial.

If you answer "Yes", please explain dates and circumstances on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (court records, judgments, charging documents, etc.).

Since the date of your last application for an Alaska residential contractor endorsement license:

1. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending? Yes No
2. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including, but not limited to, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine. Yes No

PART VI Signature

WARNING: The Division may deny, suspend or revoke the license or registration of a person who has obtained or attempted to obtain a license or registration by fraud or deceit. The person may also be subject to criminal charges for unsworn falsification. (AS 11.56.210)

By my signature below, I certify that all information furnished in this application is true and correct. I understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant's Signature: _____

Date: _____

! General Information

APPLICATION PROCESSING:

The average time to process a paper application varies by program, but can take several weeks from the date it is received in this office, complete with all correct forms, supporting documents and appropriate fees paid. If the application is incomplete, the applicant will be notified of the incomplete and/or incorrect documents and fees. When the application is complete and correct and all supporting documents have been received and all fees have been paid the license will be issued and sent to you with a cover letter about Alaska statutory requirements. If the application is not approved for licensure, a written explanation of the basis of that denial and information on how to appeal the decision will be provided. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

LICENSE TERM:

There is no "inactive" status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on December 31 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

"YES" RESPONSES:

A "Yes" response in the application does not mean your application will be denied. If you have responded "Yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and both charging and closing court documentation.

DENIAL OF APPLICATION:

Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

RANDOM AUDIT:

If your program requires continuing education, the Division 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. Please note that 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 four years so you can respond to audits.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the Division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a "certified true copy of the original document".

SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the Division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exception from Social Security Number Requirement form located at ProfessionalLicense.Alaska.gov or contact the Division for a copy of the form.

SPECIAL ACCOMMODATIONS FOR EXAMINATION:

Programs under the jurisdiction of the Division of Corporations, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the licensing examination, you must submit an *Application for Examination Accommodations for Candidates with Disabilities form* (08-4214).

PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at ProfessionalLicense.Alaska.gov under License Search.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the Division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued and all fees will be forfeited.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900, or the Postsecondary Education office at (907) 465-2962 or (800) 441-2962 to resolve payment issues.

BUSINESS LICENSES:

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550 or online at: BusinessLicense.Alaska.gov

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the Division's website: ProfessionalLicense.Alaska.Gov

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the program you want to be updated on to:

REGULATIONS SPECIALIST
Email: RegulationsAndPublicComment@Alaska.Gov
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806

CONTINUING COMPETENCY REGULATIONS

12 AAC 21.650. RESIDENTIAL CONTRACTOR CONTINUING COMPETENCY REQUIREMENTS.

(a) Except as provided in (b) of this section, an applicant for renewal of a residential contractor endorsement shall document having completed 16 contact hours of acceptable continuing competency activities.

(b) An applicant for renewal of a residential contractor endorsement for the first time shall document having completed eight contact hours of acceptable continuing competency activities for each complete calendar year the applicant held an endorsement during the concluding licensing period. If an applicant under this subsection held an endorsement for less than one complete calendar year during the concluding licensing period, the applicant is not required to complete any contact hours of continuing competency activities.

(c) If a residential endorsement holder completes more than the required number of contact hours of approved continuing competency activities during a licensing period, the holder may carry forward to the next licensing period no more than five of the surplus contact hours that were completed during the last 12 months of a licensing period. However, the holder may **not** carry forward any surplus contact hours to the next licensing period if the next licensing period begins on or after January 1, 2003.

(d) Except as provided in (c) of this section, an applicant for renewal of a residential contractor endorsement shall document that the applicant completed the number of contact hours of acceptable continuing competency activities claimed during the concluding licensing period. However, the holder may **not** carry forward any surplus contact hours to the next licensing period if the next licensing period begins on or after January 1, 2003.

(e) Repealed 10/15/2000.

(f) The department will not accept more than a total of eight contact hours per licensing period for continuing competency activities in business related topics. Business related topics include

- (1) building and property management;
- (2) finance and housing programs;
- (3) labor, safety, and health issues;
- (4) land development and environmental regulations;
- (5) marketing and customer service;
- (6) organization and business management;
- (7) trends and forecasting housing markets;
- (8) cardiopulmonary resuscitation (CPR), not to exceed two contact hours per licensing period; and
- (9) first aid, not to exceed two contact hours per licensing period.

(g) The department will accept up to 16 contact hours per licensing period for continuing competency activities in technical topics. Technical topics include

- (1) architecture and interior design;
- (2) construction codes;
- (3) materials and energy issues;
- (4) remodeling issues; and
- (5) construction techniques.

(h) The provisions of (f) and (g) of this section apply to endorsements being renewed for a licensing period beginning January 1, 2003 or later.

12 AAC 21.660. ACCEPTABLE CONTINUING COMPETENCY ACTIVITIES. (a) To be approved by the department, a continuing competency activity must contribute directly to the professional competency of a residential contractor and must be directly related to the skills and knowledge required for a person to work as a residential contractor.

(b) A continuing competency activity approved by one of the following organizations is approved by the department, without additional action, if the organization submits the information required by (c)(2) of this section and verification that the activity meets the requirements of (a) of this section:

- (1) the Department of Labor and Workforce Development, the Department of Public Safety, or another state agency that offers an activity meeting the requirements of (a) of this section;
- (2) the Alaska Housing Finance Corporation (AHFC);
- (3) the University of Alaska;
- (4) the Alaska State Homebuilders Association;
- (5) the Alaska Professional Design Council;
- (6) the Alaska Building Science Network;
- (7) the Alaska Craftsman Home Program, Inc.;
- (8) the Associated General Contractors of Alaska.

(c) The department will approve, by means of a written determination, a continuing competency activity if the activity's sponsor or the residential endorsement holder

- (1) demonstrates to the department's satisfaction that the activity meets the requirements of (a) of this section; and

- (2) submits the following for approval on a form provided by the department:
 - (A) a description of the content of the activity;
 - (B) documentation of successful completion if the activity has already occurred;
 - (C) a copy of the certification that will be provided to successful participants if the activity has not yet occurred;
 - (D) each known date and location of the activity;
 - (E) the number of contact hours requested to be awarded for successful completion of the activity;
 - (F) the name, address, and telephone number of the sponsor;
 - (G) a statement explaining how the activity meets the requirements of (a) of this section.

(d) An approval under (c) of this section expires two years after the date of department approval or on the date that the department determines that the continuing competency activity no longer meets the requirements of this section, whichever is sooner.

(e) Any proposed modification to the content of a continuing competency activity must be submitted in writing to the department for approval before the modification is implemented

12 AAC 21.663. TYPES OF CONTINUING COMPETENCY ACTIVITIES. For purposes of renewing an endorsement a "continuing competency activity" includes the following, if it meets the requirements of 12 AAC 21.660(a) and is approved under 12 AAC 21.660(b) or (c):

- (1) a course, seminar, workshop, or correspondence course;
- (2) completion of an energy rated home or remodel in accordance with 12 AAC 21.665(b);
- (3) a trade conference or product seminar for a licensing period that begins before January 1, 2003;
- (4) first-time preparation and presentation of a residential construction course, seminar, or workshop;
- (5) verification of passing the examination under AS 08.18.025(b)(2) during the concluding licensing period.

12 AAC 21.665. CONTACT HOURS. (a) For successful completion of an approved continuing competency activity, the department will award the following contact hours:

- (1) one contact hour for each consecutive 50-minute block of classroom instruction;
- (2) 15 contact hours for one academic semester credit;
- (3) ten contact hours for one academic quarter credit;
- (4) for a correspondence course, the number of contact hours

(A) recommended by the organization submitting the information required by 12 AAC 21.660(c)(2) if the course is approved under 12 AAC 21.660(b); or

(B) approved by the department if the course is approved under 12 AAC 21.660(c);

(5) 16 contact hours for successfully passing the examination under AS 08.18.025(b)(2);

(6) notwithstanding (1)-(4) of this subsection, no more than two contact hours for successful completion of a first aid or cardiopulmonary resuscitation (CPR) class for a licensing period that begins after January 1, 2003.

(b) The department will award a residential endorsement holder contact hours for completion of

(1) one new home per licensing period for a licensing period that begins before January 1, 2003, if the home is assigned an energy rating of "four-star" or higher by an energy rater certificated under and using the Energy Rated Homes of Alaska program established under 15 AAC 155.510 – 15 AAC 155.560; the department will award contact hours under this paragraph as follows:

- (A) for a "four-star" home, four contact hours;
- (B) for a "four-star plus" home, eight contact hours;
- (C) for a "five-star" home, ten contact hours;
- (D) for a "five-star plus" home, twelve contact hours;

(2) one new home per licensing period for a licensing period that begins after January 1, 2003, if the home is assigned an energy rating of "four-star plus" or higher by an energy rater certificated under and using the Energy Rated Homes of Alaska program established under 15 AAC 155.510 – 15 AAC 155.560; the department will award contact hours under this paragraph as follows:

- (A) for a "four-star plus" home, four contact hours;
- (B) for a "five-star" home, six contact hours;
- (C) for a "five-star plus" home, eight contact hours; or

(3) one remodel of an existing home per licensing period, if the remodel increases, by at least a half star, the energy rating assigned to the home by an energy rater certificated under and using the Energy Rated Homes of Alaska program established under 15 AAC 155.510 – 15 AAC 155.560; the department will award one contact hour for each half-star rating increase obtained on a remodel.

(c) For the first time preparation and presentation of a residential construction course, seminar, or workshop, as described in 12 AAC 21.663(4) and approved under 12 AAC 21.660(b) or (c), the department will award one and one-half times the contact hours approved for students in the course, up to a maximum of 16 contact hours.

(d) The department will not award contact hours to a licensee for the same activity more than once during a licensing period.

(e) Contact hours used to satisfy the reinstatement requirements of AS 08.18.025(c) when an endorsement has lapsed may not be submitted again to satisfy the requirements for a future renewal.

12 AAC 21.670. AUDIT OF CONTINUING COMPETENCY REQUIREMENTS. (a) After each renewal period the department will, in its discretion, audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 21.650 - 12 AAC 21.670.

(b) A residential contractor selected for audit shall, within 30 days after the date of notification, submit documentation to the department to verify completion of the contact hours required in 12 AAC 21.650. The documentation must include a certificate or similar verification of satisfactory completion of the continuing competency activity that includes

- (1) the name of the participant;
- (2) the number of contact hours awarded;
- (3) a description of the continuing competency activity;
- (4) the dates of participation;
- (5) the name and signature of the instructor, sponsor, or other verifier.

(c) An applicant for renewal of a residential contractor endorsement is responsible for maintaining adequate and detailed records of all contact hours of acceptable continuing competency activities claimed and shall make the records available to the department upon request under (b) of this section. Records must be retained for four years after the date the contact hours were earned.

12 AAC 21.680. RESIDENTIAL CONTRACTOR EXAMINATION. (a) To be scheduled for the residential contractor examination offered by the department, an applicant must submit, at least 45 days before the date of examination,

- (1) a completed application on a form provided by the department; and
- (2) the application and examination fees established in 12 AAC 02.180.

(b) To obtain a residential contractor endorsement an applicant must, no more than six months after passing the residential contractor examination, and no more than two years after satisfactory completion of the course required under AS 08.18.025(b)(4), complete the application process by submitting

- (1) the residential contractor endorsement fee established in 12 AAC 02.180;
- (2) proof that the applicant passed the residential contractor examination;
- (3) the name of the general contractor to whom the endorsement will be assigned; and
- (4) verification of completion of the course under AS 08.18.025(b)(4).

12 AAC 21.690. ASSIGNMENT OF RESIDENTIAL ENDORSEMENT. (a) A residential endorsement holder under (b) of this section shall serve in a position in which the residential endorsement holder ensures competent construction of residential construction projects of the type described in AS 08.18.025(a) for the general contractor to which the residential endorsement holder is assigned.

(b) If a general contractor is registered with the department as a

- (1) sole proprietorship, the residential endorsement holder must be the sole proprietor;
- (2) partnership, the residential endorsement holder must be one of the partners; or
- (3) corporation, the residential endorsement holder must be an employee of the corporation, a member of the corporation's board of directors, or an officer of the corporation.

(c) The department will reissue a residential endorsement as unassigned if the residential endorsement holder is

- (1) assigned to a general contractor
 - (A) who fails to renew the general contractor's registration; or
 - (B) whose registration is deactivated;
- (2) not assigned to another registered general contractor; and
- (3) otherwise eligible for the endorsement.

(d) An unassigned residential endorsement holder may assign the endorsement to a registered general contractor by submitting a completed residential endorsement assignment on a form provided by the department.

(e) On or after January 1, 2003, a residential endorsement may be assigned to no more than two general contractors.



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FOR DIVISION USE ONLY

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333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

CREDIT CARD PAYMENT

For security purposes please do not email credit card information. Mail this credit card payment form to the Division. Completion of this form is not proof of payment until the Division processes the information. If any information on this form is illegible, the form will be rejected.

Name of Applicant or Licensee: _____

Type of License: _____ License Number (if applicable): _____

Table with 2 columns: Description and Amount. Rows include Application Fee, License or Renewal Fee, and Other (name change, wall certificate, fine, duplicate license, exam, etc.) with sub-rows 1 and 2. Total row at the bottom.

Name (as shown on credit card): _____

Mailing Address: _____

Phone: _____ Email (optional): _____

Credit Card Type: [] VISA — or — [] Mastercard

Signature of Credit Card Holder: _____

.....

VISA or Mastercard Number: _____ Expiration Date: _____

This section below the dotted line will be destroyed upon processing of the payment.