

FOR OFFICE USE ONLY

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

CONTRACTOR LICENSING SECTION

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If applicant's last name begins with A – K contact: (907) 465-8444
If applicant's last name begins with L – Z contact: (907) 465-5372

Website: www.commerce.state.ak.us/occ/

- APPROVED
- DENIED

Contact Hours: _____

Date of Approval: _____

**RESIDENTIAL ENDORSEMENT CONTINUING COMPETENCY
APPROVAL APPLICATION**

Initial Course Approval Application

Renewal of Approved Course (Course Number: _____)

Course Title: _____

Check which entity is applying for approval of this course: Agency Sponsor Residential Endorsement Holder

1. Is this course approved by one of the following agencies? If so, check box and complete contact information.

- the Alaska Housing Finance Corporation
- the Alaska State Homebuilders Association
- the Alaska Building Science Network
- the Associated General Contractors of Alaska

- the University of Alaska
- the Alaska Professional Design Council
- the Alaska Craftsman Home Program, Inc.
- the Department of Labor and Workforce Development, the Department of Public Safety, or another state agency

Agency Mailing Address: _____

Agency Contact Name: _____ Contact Telephone: _____

Contact Email Address: _____ Web Site: _____

2. Sponsoring Organization (if different than agency): _____

Sponsor Mailing Address: _____

Sponsor Contact Name: _____ Contact Telephone: _____

Contact Email Address: _____ Web Site: _____

3. Residential Endorsement Holder Name, Address, and Contact Telephone (if applicant): _____

4. Is this course related to "technical topics"? Yes No Is this course related to "business topics"? Yes No

5. The number of contact hours requested to be awarded for successful completion of the activity: _____

6. Each known date and location of the activity: _____

7. **INITIAL COURSE APPROVAL APPLICATIONS: The following must be attached before this application will be considered:**

- A. A description of the content of the activity, including time allotted for each specific activity, in order to determine the number of contact hours to be awarded;
- B. Documentation of successful completion if the activity has already occurred; or a copy of the certification that will be provided to successful participants if the activity has not yet occurred; and
- C. A statement explaining how the activity contributes directly to the professional competency of a residential contractor and directly relates to the skills and knowledge required for a person to work as a residential contractor.

8. **RENEWAL APPLICATIONS:** Check the "Renewal" box at the top of this form, fill in all course and applicant information, and include any information that has changed since the last application period. By signing below you and the organization you represent, if any, verify that all remaining required course information on file with the Division is current, true and correct unless otherwise amended by this application on the date below.

Signature of Applicant: _____ Date: _____

INSTRUCTIONS FOR COMPLETION

RESIDENTIAL ENDORSEMENT CONTINUING COMPETENCY APPROVAL APPLICATION (FORM 08-4392)

The department will have the discretion to evaluate applications submitted for approval. Applications must be complete, legible, and verifiable. Please include no acronyms or abbreviations.

Please note that incomplete, inaccurate, unverifiable, or unreadable applications will not be accepted and you will be contacted to provide additional information. This will delay the approval process and could result in a lapse of licensure, when applicable.

- A complete application submitted by a sponsor defined by 12 AAC 21 (b) will be reviewed within two weeks of receipt.
- A complete application submitted by a sponsor or residential endorsement holder not defined by 12 AAC 21 (b) will be reviewed within four weeks of receipt.
- Complete applications received within 90 days of the end of the biennial renewal period may take an additional four weeks to review.

A. QUESTIONS 1-3: WHO ARE THE PARTIES INVOLVED?

For the purpose of this application, please use the following definitions:

1. "Agency": An agency is an organization defined by 12 AAC 21 (b):
 - A. the Department of Labor and Workforce Development, the Department of Public Safety, or another state agency that offers an activity meeting the requirements of 12 AAC 21 (a);
 - B. the Alaska Housing Finance Corporation (AHFC);
 - C. the University of Alaska;
 - D. the Alaska State Homebuilders Association;
 - E. the Alaska Professional Design Council;
 - F. the Alaska Building Science Network;
 - G. the Alaska Craftsman Home Program, Inc.;
 - H. the Associated General Contractors of Alaska.
2. "Sponsoring Organization" or "Sponsor": The instructor, teacher, leader, or owner of the instructional materials, if different than the agency. Please note that agencies may contract with sponsors outside their own organization, so check with any parties involved to find out the correct information before applying. Listing the incorrect organization or omitting the correct organization may result in an incomplete application.
3. "Residential Endorsement Holder": The individual taking the course.

Example: If Jane Doe (residential endorsement holder) is taking a course at a conference of the Alaska State Home Builders Association (agency), and the class is taught by Wisdom & Associates (sponsor), she will need to list information for herself, as well as the two organizations.

If the applicant is applying for an activity that is sponsored by an organization or agency other than the applicant's own organization, we strongly recommend you contact the activity agency and/or sponsor to assist in gathering information for the application, as well as to let them know that you are applying on their behalf.

B. QUESTION 4: WHAT ARE ACCEPTABLE RESIDENTIAL CONTRACTOR CONTINUING COMPETENCY ACTIVITIES?

Course content must contribute directly to the professional competency of a residential contractor and directly relate to the skills and knowledge required for a person to work as a residential contractor.

- Your course application should indicate which of the areas below pertain to the content being taught so we can properly assign credit to those who may successfully complete the course.
- The content description you include in the application should describe these areas more specifically and in greater detail.

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.

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.

C. QUESTION 5: HOW DOES THE DEPARTMENT DETERMINE CONTACT HOURS?

In order to determine how many contact hours to approve for each course submitted, we must receive a breakdown of activities in one of the following time increments:

- (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;

We are unable to award contact hours for time not spent in instruction, which may include lunch breaks, periodic breaks, time not in the classroom, courses not actually attended. Applications that do not break down the course time in one of these increments will not be accepted. Verification of this time will be required if a licensee is selected for audit per 12 AAC 21.670.

D. QUESTIONS 6-8: WHAT MUST MY APPLICATION INCLUDE TO MEET APPROVAL AS AN ACCEPTABLE CONTINUING COMPETENCY ACTIVITY?

According to state regulation 12 AAC 21.660 (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 demonstrates to the department's satisfaction that the activity meets the requirements of this section. This can be accomplished by submitting documentation that clearly and accurately includes all of the following information, as instructed on the Residential Endorsement Continuing Competency Approval Application:

- (1) a description of the content of the activity;
- (2) documentation of successful completion if the activity has already occurred; or a copy of the certification that will be provided to successful participants if the activity has not yet occurred;
- (3) each known date and location of the activity;
- (4) the number of contact hours requested to be awarded for successful completion of the activity;
- (5) the name, address, and telephone number of the sponsor;
- (6) a statement explaining how the activity:
 - contributes directly to the professional competency of a residential contractor, and
 - is directly related to the skills and knowledge required for a person to work as a residential contractor.

This information must accompany the Residential Endorsement Continuing Competency Approval Application (Form 08-4392) for the application to be complete.

Please consult this checklist for your reference:

- Are the parties in Part A listed legibly, completely, and correctly?
- Are the topics acceptable under Part B of these instructions?
- Have I included all requirements under Parts C & D of these instructions?
 - Date(s) and location(s)
 - Documentation of completion/certificate awarded or sample certificate if the course has not yet occurred
 - Content description
 - Breakdown of contact hours according to actual classroom instruction time (The total number of contact hours should match the number requested in the application.)
 - Statement of how the content relates to contractor skills and knowledge

For additional information, please consult the Contractor Regulations link on the web page (<http://www.commerce.state.ak.us/occ/pcon.htm>) or contact the department's Contractor Section at the numbers listed on the same web page.
