



THE STATE
of **ALASKA**

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

Mechanical Administrators Program

PO Box 110806, Juneau AK 99811

Phone: (907) 465-2550

Email: MechanicalAdministrators@Alaska.Gov

ProfessionalLicense.Alaska.Gov/MechanicalAdministrators

MEC

FOR DIVISION USE ONLY

Mechanical Administrator Renewal

January 1, 2020 — December 31, 2021

- Your mechanical administrator license lapses after December 31, 2019.
- There is no grace period — it is illegal to work if your license has lapsed.
- Do not fax or email this renewal application.
- Mail checks and money orders payable to the State of Alaska or use the attached credit card payment form.
- Plan on a 4-6 week processing time for correct and complete renewal applications.

Required Fees:	<input type="checkbox"/> Biennial License Renewal (for licenses first issued on or before December 31, 2018)	\$200.00
	<input type="checkbox"/> Prorated License Renewal (for licenses first issued on or after January 1, 2019)	\$100.00

Alaska Mechanical Administrator License Number:	
--	--

Full Name:	
Mailing Address: Address change: <input type="checkbox"/>	
Contact Phone:	

EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.

Email Address:		<input type="checkbox"/> Send my Correspondence by Email <input type="checkbox"/> Send my Correspondence by US Mail
-----------------------	--	--

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.	
--	--

Contractor Assignment:

Are you currently employed as a mechanical administrator for a general or specialty contractor?

No

Your license will be renewed as "unassigned."

You must notify the division in order to assign your license to a contractor. You may not work as a mechanical administrator until you have assigned your license.

Yes

My license is assigned to the below contractor:

Contractor's Company Name: _____

Contractor's License Number: _____

Professional Fitness Section

The following questions **MUST** be answered. "Yes" answers may not automatically result in license denial. If you answer "Yes" to any of the questions, please explain dates and specific circumstances (locations, type of action, organizations or parties involved) on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (court records, judgments, charging documents, certificates of completion, board or license actions, investigative notices, etc.).

Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

When in doubt, disclose and explain.

1. Since the date of your last application for an Alaska mechanical administrator license, 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. Since the date of your last application for an Alaska mechanical administrator license, have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes but is not limited to a misdemeanor, felony, or a military offense, including a conviction involving 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

! If you answered "Yes" to either question, you **MUST** submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).

Continuing Education

Please provide the following course information.

If submitting after December 31, 2019, you must also include your CEU certificates.

Your license cannot be renewed unless you have met the continuing education requirements in Article 3 of 12 AAC 39. Approved courses are listed at: Commerce.Alaska.Gov/cbp/ContinuingEducation/Sponsor

AK Course Number:		Credit Hours:		<input type="checkbox"/> IMC <input type="checkbox"/> UPC
Date Completed:				
Course Title:				
Course Instructor:				
Sponsor Name:				
Course Location:				

AK Course Number:		Credit Hours:		<input type="checkbox"/> IMC <input type="checkbox"/> UPC
Date Completed:				
Course Title:				
Course Instructor:				
Sponsor Name:				
Course Location:				

AK Course Number:		Credit Hours:		<input type="checkbox"/> IMC <input type="checkbox"/> UPC
Date Completed:				
Course Title:				
Course Instructor:				
Sponsor Name:				
Course Location:				

Make additional copies as necessary.

Statement of Compliance



Check one of these boxes if you completed all of your continuing education requirements ON OR BEFORE December 31, 2019:

I certify that in accordance with Article 3 of 12 AAC 39, I successfully completed the required hours of continuing education between the dates of January 1, 2018, through December 31, 2019. If audited, I agree to provide documentation that verifies I met this requirement as claimed on this renewal form.

— or —

I passed a licensing examination based on the appropriate code between January 1, 2018, and December 31, 2019, in accordance with Article 3 of 12 AAC 39.



Check this box if you completed some or all of your continuing education requirements ON OR AFTER January 1, 2020:

I certify that in accordance with Article 3 of 12 AAC 39, I successfully completed some or all of the required hours of continuing education after December 31, 2019. I understand that any hours earned after December 31, 2019, which have been used to satisfy the continuing education requirements for the renewal ending December 31, 2019, may not be used for the subsequent renewal period. If audited, I agree to provide documentation that verifies I met this requirement as claimed on this renewal form.

Continuing Education

Your license cannot be renewed unless you have met the continuing education requirements in Article 3 of 12 AAC 39 (see attached regulations).

Random Audit

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 documentation and proof that you satisfied the continued competency requirements as you stated on this renewal form. Save your documents for at least four years to respond to any audits.

Signature

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license or permit to practice in the state of Alaska.

I further 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.

A person who makes a false statement on this application may be subject to civil and criminal penalties, including prosecution for perjury (AS 11.56.200 & AS 11.56.230).

Applicant's Signature: _____

Date: _____

APPLICATION INFORMATION

MEC Information

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 odd-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.

SPECIAL ACCOMODATIONS FOR THE EXAM

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).

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. 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.

“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”. To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, “I certify this is a true copy of the original document” and sign your name. The notary will compare the original document with the copy and then notarize your signature.

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 Exemption from Social Security Number Requirement form located at *ProfessionalLicense.Alaska.gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

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, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 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, (907) 465-2550 or *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 the address below.

REGULATIONS SPECIALIST

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

EMAIL: *RegulationsAndPublicComment@Alaska.Gov*

US MAIL: P.O. Box 110806, Juneau, Alaska 99811-0806

Continuing Education Regulations

12 AAC 39.400. PURPOSE OF CONTINUING EDUCATION. The purpose of continuing mechanical education is to ensure that the renewal of licenses is contingent upon proof of continued competency and assure the consumer of optimum quality and safety of mechanical installation by requiring licensed mechanical administrators to pursue education designed to include the current editions of applicable codes and standards.

12 AAC 39.410. HOURS OF CONTINUING EDUCATION REQUIRED. (a) An applicant for renewal of a mechanical administrator license shall document the satisfactory completion of the continuing education requirements in this section during the concluding licensing period, unless the licensee has passed a licensing examination based upon the appropriate codes or standards during the concluding licensing period.

(b) A mechanical administrator must satisfactorily complete at least one eight-hour continuing education workshop or an equivalent number of hours of a formal correspondence or individual study program approved by the department that covers the following codes or standards applicable to each category of license held:

(1) the Uniform Mechanical Code, in effect in the state at the time the applicant completes the eight hours of continuing education required in (b) of this section, for renewal of a mechanical administrator license in the categories of

- (A) heating, cooling, and process piping;
- (B) unlimited HVAC/sheet metal;
- (C) unlimited refrigeration;
- (D) mechanical systems temperature control; and
- (E) residential HVAC;

(2) the Uniform Plumbing Code as adopted under AS 18.60.705 for renewal of a license in the unlimited commercial and industrial plumbing category;

(3) either the Uniform Plumbing Code as adopted under AS 18.60.705 or the Uniform Mechanical Code, in effect in the state at the time the applicant completes the eight hours of continuing education required in (b) of this section, for renewal of a license in the residential plumbing and hydronic heating category.

12 AAC 39.420. APPROVED WORKSHOPS AND COURSES. (a) Except as provided in 12 AAC 39.460, to be approved by the department, a continuing education workshop must cover the edition of the applicable codes listed in 12 AAC 39.410 in effect in the state at the time the workshop is presented.

(b) A continuing education workshop sponsored by an individual or organization not identified in (c) of this section must be individually approved by the department. The department will approve a continuing education workshop if

- (1) a description of the workshop and the number of hours of instruction are submitted to the department;
- (2) the department determines that the workshop meets the requirements in (a) of this section;
- (3) the workshop requires participants to register; and
- (4) satisfactory completion of the workshop is verifiable.

(c) A workshop sponsored by any of the following organizations that meets the requirements of (a) of this section is considered approved by the department:

- (1) Mechanical Contractors of Alaska;
- (2) United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada;
- (3) International Association of Plumbing and Mechanical Officials;
- (4) International Conference of Building Officials;
- (5) Sheet Metal Air Conditioning Contractors of North America;
- (6) Alaska Department of Labor and Workforce Development.

(d) A course sponsored by or accepted by the Department of Labor and Workforce Development on the subjects described in 12 AAC 39.410(b) is approved by the department.

12 AAC 39.430. INDIVIDUAL STUDY. To be approved by the department, a formal correspondence or other individual study program must require registration of the participants and must provide evidence of satisfactory completion of the program. The number of hours of continuing education credit awarded for the satisfactory completion of a formal correspondence or other individual study program will be determined by the department on an individual basis.

12 AAC 39.440. REPORT OF CONTINUING EDUCATION. (a) An applicant for renewal of a license under 12 AAC 39.027 shall submit, on a form provided by the department, a statement of the continuing education that the applicant satisfactorily completed to meet the requirements of 12 AAC 39.410. The statement must include the

- (1) name of the sponsoring organization;
- (2) location of the workshop or correspondent;
- (3) title or description of the workshop or both;
- (4) name of the principal instructor;
- (5) dates of attendance or period of correspondence; and
- (6) number of continuing education hours claimed.

(b) Falsification of any written evidence submitted to the department under this section is grounds for disciplinary action under AS 08.40.320.

12 AAC 39.450. WAIVER OF CONTINUING EDUCATION REQUIREMENTS. A licensee unable to obtain the required continuing education hours for license renewal may request a waiver by explaining the circumstances in writing to the department. If the department determines that the licensee was prevented from complying with the continuing education requirements by circumstances beyond the control of the licensee, the department will, in its discretion, prescribe an alternative method of compliance with those requirements as it considers appropriate to the individual situation.

12 AAC 39.460. EDITION OF CODE ACCEPTABLE FOR CONTINUING EDUCATION. The department will, in its discretion, accept a course for continuing education credit that covers a more recent edition of the Uniform Plumbing Code than the edition adopted under AS 18.60.705 if the more recent edition of the code has been approved by the International Association of Plumbing and Mechanical Officials.