

**ONLINE APPLICATION PROCESSING:** Your license will be renewed upon completion of the online application. In order to complete the online renewal process, please review your license information carefully to determine if you need to make updates to your business information.

**ADDRESS CHANGE:** You may update your address as part of the online application process. You may also provide an email address if you would like to receive communication from the Division by email. In accordance with 12 AAC 02.900, you must notify the Division in writing of any name or address changes. The address of record will be used to send renewals and all other official notifications and correspondence.

**NAME CHANGE:** If you have had a legal name change since your last license was issued, you may not renew online. You must complete the barcoded application mailed to you by the Division or download a renewal application from the Mechanical Administrator website, and provide a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.

**LICENSE TERM:** Licenses are issued for a two-year period. However, all mechanical administrator licenses expire on December 31 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date which 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.

**ADMINISTRATOR ASSIGNMENTS:** Your administrator assignment and designations are identified for your review. As part of the online process you will be asked to confirm if there has been a change to your assignment. **If there has been a change to your assignment, you may not complete an online application.**

**LAPSED LICENSES:** There is no "inactive" license status. If you choose not to review your license before it expires, you may renew the license at a later date **only** after satisfying the continuing education requirements of Article 8 of 12 AAC 39. If your license lapses for more than two years, you will be required to retest.

**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 or available online separately. For more information about business licenses, call (907) 465-2559 or online at [BusinessLicense.Alaska.gov](http://BusinessLicense.Alaska.gov).

**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) 465-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

**STATUTES AND REGULATIONS:** The complete set of statutes and regulations for this program is available by written request or online [ProfessionalLicense.Alaska.Gov/MechanicalAdministrators](http://ProfessionalLicense.Alaska.Gov/MechanicalAdministrators)

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

Regulations Specialist  
Department of Commerce, Community & Economic Development  
Division of Corporations, Business & Professional Licensing  
PO 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.