



THE STATE  
of **ALASKA**

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

**PHY**

FOR DIVISION USE ONLY

**Board of Physical Therapy and Occupational Therapy**

PO Box 110806, Juneau AK 99811

(907) 465-2550

Email: [PhysicalAndOccupationalTherapy@Alaska.Gov](mailto:PhysicalAndOccupationalTherapy@Alaska.Gov)

[ProfessionalLicense.Alaska.Gov/PhysicalTherapyOccupationalTherapy](http://ProfessionalLicense.Alaska.Gov/PhysicalTherapyOccupationalTherapy)

**Physical Therapist & Physical Therapy Assistant  
Biennial Renewal (July 1, 2020 - June 30, 2022)**

- Your physical therapist or physical therapy assistant license lapses after June 30, 2020.
- There is no grace period. It is illegal to work after your license has lapsed.

<b>PART I Payment of Fees</b>	
<b>Physical Therapist:</b>	<input type="checkbox"/> Biennial License Renewal <span style="float: right;"><b>\$200.00</b></span>
	<input type="checkbox"/> Prorated License Renewal <span style="float: right;"><b>\$100.00</b></span> <i>(for licenses first issued on or after July 1, 2019)</i>
<b>Physical Therapy Assistant:</b>	<input type="checkbox"/> Biennial License Renewal <span style="float: right;"><b>\$130.00</b></span>
	<input type="checkbox"/> Prorated License Renewal <span style="float: right;"><b>\$ 65.00</b></span> <i>(for licenses first issued on or after July 1, 2019)</i>

**PART II Personal Information**

Alaska Physical Therapist or Physical Therapy Assistant License Number: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_  
Name change:

*If you have had a legal name change since your last license was issued, you must complete a Change of Name form.*

Mailing Address: \_\_\_\_\_  
Address change:

Primary Business Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_

**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: \_\_\_\_\_  Send my Correspondence by Email  
 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.

## PART III Professional Fitness Questions

The following professional fitness 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.).

If you checked “Yes” to questions 4 or 5, request a “fit to practice” letter sent directly to the division from your attending healthcare provider regarding your ability to practice safely and competently.

### *When in doubt, disclose and explain.*

#### **Since the date your last license was issued or renewed:**

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
3. Have you had any claims of negligence or malpractice filed against you?  
 Yes  
 No
4. Have you experienced or been treated for bipolar disorder, schizophrenia, paranoia, depression (except for situational or reactive depression), psychotic disorder, or other mental or physical disability?  
 Yes \*  
 No
5. Have you been treated for substance abuse, or have you been addicted to or excessively or illegally used alcohol or a controlled substance which may impair or interfere with your ability to practice as a physical therapist or physical therapy assistant?  
 Yes \*  
 No

#### Random Audit

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

#### Continuing Education

Your license cannot be renewed unless you have met the continuing competency requirements of 12 AAC 54.400-435 (see attached regulations). You may not claim hours for education not yet “successfully completed” as of the date of submitting this application. Per 12 AAC 02.960(j) “successfully completed” means continuing education credit has been awarded.

**PART IV** Statement of Compliance

**Continuing Competency**

The Board of Physical Therapy and Occupational Therapy moved to waive the continuing competency requirements in accordance with SB 241. The waiver and additional renewal guidance issued by the board may be reviewed [HERE](#).

By checking the appropriate box below, you are certifying your compliance with the continuing competency requirements in 12 AAC 54.400-435.

**Licenses issued on or before June 30, 2019**

I certify that I have successfully completed the required 24 hours of continuing education and provided the required 60 hours of physical therapy services (or allowed alternatives to physical therapy services) in accordance with 12 AAC 54.400-435 during the concluding licensing period of July 1, 2018, through June 30, 2020.

— or —

**Licenses issued on or after July 1, 2019**

I certify that I have either passed the National Physical Therapy Examination or successfully completed the required 12 hours of continuing education and provided the required 60 hours of physical therapy services (or allowed alternatives to physical therapy services) in accordance with 12 AAC 54.400-435 between July 1, 2019, through June 30, 2020.

— or —

**Board Adopted Waiver of Continuing Education in accordance with SB241**

I am renewing without having met all renewal requirements.  
Please Note: This option is not available if your license is under a Consent Agreement.

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**Late Renewal Applicants: Applications postmarked after June 30, 2020**

I have checked the appropriate box above to certify the method in which I successfully meet the continuing competency requirements.

— or —

I certify that I did not complete some or all of the continuing competency requirements in 12 AAC 54.400-435 during the concluding licensing period of July 1, 2018, through June 30, 2020. However, as allowed under 12 AAC 02.965, I successfully completed the required continuing education on or after July 1, 2020, and prior to submitting this renewal application. I have attached copies of the certificates verifying I completed this education.

— or —

None of these situations described above fits my situation. I have attached a letter of explanation.



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**Signature Page**

<b>Applicant Name:</b>	
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**PART V Agreement**

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, certificate, 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.

<b>Applicant's Signature:</b>		<b>Date:</b>	
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## Jurisprudence Questionnaire

All applicants for licensure must complete the following questionnaire prepared by the Board of Physical Therapy and Occupational Therapy. The answers to the questions will be found by reviewing the statute and regulation booklets published *online*. Use the statutes and regulations to determine the correct answers.

*Principles of Practice*

*Physical Therapy and Occupational Therapy Statutes and Regulations AS 08.84 and 12 AAC 54*

*Centralized Licensing Statutes AS 08.01*

*Centralized Licensing Regulations 12 AAC 02*

**Step 1** Select the correct answer

**Step 2** Cite the statute or regulation where the answer was found

1. The Board may take the following actions singularly or in combination:

- Refuse renewal
- Revoke
- Suspend
- All of the above

→ **Cite Statute AS 08.84.** \_\_\_\_\_

2. According to the Centralized Statutes 08.01.075, disciplinary powers of the Board may include:

- Impose a civil fine not to exceed \$1,000
- Impose a civil fine not to exceed \$3,000
- Impose a civil fine not to exceed \$5,000
- Impose a civil fine not to exceed \$10,000

→ **Cite Centralized Statute 08.01.075.** \_\_\_\_\_

3. The Board may refuse to license an applicant, may refuse to renew the license of a person, and may suspend or revoke the license of a person who

- has attempted to obtain a license by material misrepresentation
- has continued to practice physical therapy after becoming unfit due to physical or mental disability
- has failed to refer a patient to another qualified professional when the patient's condition is beyond the training or ability of the person
- uses drugs or alcohol in any manner that affects the person's ability to practice physical therapy safely
- all of the above

→ **Cite Statute AS 08.84.** \_\_\_\_\_

- 
4. An individual who practices without the appropriate license (including practicing with a lapsed license) is guilty of a
- class A misdemeanor
  - class B misdemeanor
  - class C misdemeanor
  - felony

—————> **Cite Statute AS 08.84.** \_\_\_\_\_

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5. A physical therapist or physical therapy assistant applicant by examination who holds a temporary permit must practice under the supervision of a licensed physical therapist.
- False
  - True

—————> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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6. A physical therapist or physical therapy assistant who has been licensed 12 months or more of the concluding licensing period shall have completed during that period \_\_\_\_\_ contact hours of continuing education?
- 16
  - 20
  - 24
  - 28

—————> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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7. A physical therapist may concurrently supervise a maximum of how many physical therapy assistants, physical therapy aides, foreign-trained candidates, students, permittees or any combination thereof?
- 3
  - 4
  - 6
  - 8

—————> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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8. An applicant for renewal of a physical therapist or physical therapy assistant license shall document having provided physical therapy services for at least \_\_\_\_\_ hours during the concluding licensing period?
- 30
  - 60
  - 120
  - 150

—————> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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9. Records of continuing education must be retained from the date of completion for:
- 2 years
  - 3 years
  - 5 years
  - 7 years

—————> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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10. It is the responsibility of the \_\_\_\_\_ to notify the Division of Corporations, Business and Professional Licensing when a name or address change occurs for a licensee?
- Employer
  - Direct supervisor
  - Licensee
  - All of the above

—> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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11. A licensee selected for audit of continuing competency requirements shall submit substantiating documentation within \_\_\_\_\_ days after the date of notification by the Division?
- 30 days
  - 60 days
  - 90 days
  - 120 days

—> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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12. Per the Alaska Board of Physical Therapy and Occupational Therapy Principles of Practice, a physical therapist and physical therapy assistant must adhere to the National Professional Core Values and Ethical Standards.
- False
  - True

—> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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13. For continuing education activities to meet the standards of renewal, at least one half must be recognized by:
- American Physical Therapy Association (APTA)
  - Other state physical therapy associations or other physical therapy licensing boards
  - Federation of State Boards of Physical Therapy (FSBPT)
  - All of the above

—> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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14. Continual onsite supervision means that the physical therapist or physical therapy assistant
- is immediately available
  - is present in the department or facility where services are being provided
  - maintains continual oversight of patient-related duties
  - all of the above

—> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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15. The license or permit or a copy of the license or permit must be
- kept in the personnel file of the licensee or permit holder
  - kept with the practicing therapist at all times
  - posted in a conspicuous location in the licensee's primary place of business
  - posted somewhere in the place of business

—> **Cite Regulation 12 AAC 54.** \_\_\_\_\_

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16. A physical therapist applicant who has been issued a temporary permit prior to taking the national examination may continue to practice under that temporary permit even if the physical therapist applicant fails to take the examination.

- False
- True

→ Cite Statute AS 08.84. \_\_\_\_\_

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17. If the licensed physical therapist agrees to supervise a physical therapy assistant, the supervising physical therapist shall

- fully document the supervision provided
- include a record of all consultations provided in each patient's file
- maintain records of supervision at the physical therapy assistant's place of employment
- countersign the patient treatment record each time the supervising physical therapist is physically present and directly supervises the treatment of a patient by the physical therapy assistant being supervised
- all of the above

→ Cite Regulation 12 AAC 54. \_\_\_\_\_

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18. Documentation to verify completion of continuing competency must include a valid copy of a certificate or similar verification of satisfactory completion; which must include:

- Description of the continuing competency activity and the dates of actual participation or successful completion
- Name, mailing address, and signature of the instructor, sponsor or other verifier
- Name of the licensee and the amount of continuing competency credit awarded
- All of the above

→ Cite Centralized Regulation 12 AAC 02. \_\_\_\_\_

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19. To be accepted by the Board, a continuing education course or activity must contribute directly to the professional competency of a physical therapist or physical therapy assistant AND must be directly related to the skills and knowledge required to implement the principles and methods of physical therapy.

- False
- True

→ Cite Regulation 12 AAC 54. \_\_\_\_\_

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20. A business which provides telemedicine services must register with the state telemedicine business registry.

- False
- True

→ Cite Centralized Regulation 12 AAC 02. \_\_\_\_\_

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## Alaska State Board of Physical Therapy and Occupational Therapy

**Date:** April 24, 2020

**Adopted by:** The Alaska State Board of Physical Therapy and Occupational Therapy

**PURPOSE:** COVID 19 crisis impact on Alaska Physical Therapy and Occupational Therapy Licensees

**HISTORY** – On March 11, 2020 Governor Mike Dunleavy issued a Declaration of Public Health Disaster Emergency under AS 26.23.020(c) for COVID-19. Governor Dunleavy has issued subsequent health mandates limiting health professionals from performing services unless they are following the Health and Social Service (HSS) guidelines. Information and recommendations are ongoing and it is anticipated that these may change regularly. All licensees are expected to stay informed and follow HSS mandates. <https://covid19.alaska.gov/health-mandates/>

On April 10, 2020 Governor Dunleavy signed SB 241 into law.

**Statement from the Board** – The Board held a meeting on March 26, 2020. In review of COVID 19 public emergency and mandates the Board recognized a need to clarify emergent/urgent procedures. They also recognized COVID 19 restrictions have created the inability for some licensees to complete the continuing competency requirements for renewal of their professional licenses by June 30, 2020. The regulations for renewal requirements and audits add another burden during this trying time. The Board reviewed and acknowledged SB241 Sec. 6 (b)(2) provides the ability to waive continuing education requirements to licensees.

### Summary:

**COVID 19 mandates from Health and Social Service** impact professional practice for Physical Therapy and Occupational Therapy. The Board crafted clarification of Emergent/Urgent Procedures which are published to the website.

<https://www.commerce.alaska.gov/web/cbpl/CBPLCOVID-19Information.aspx>

**Enactment of SB 241** licensees may renew their license for the July 1, 2020 to June 30, 2022 license period without having met all regulatory renewal requirements. Note: this decision does not apply to any licensee for this license renewal period who have a consent agreement and are under mandatory audit.

**The Alaska State Board of Physical Therapy and Occupational Therapy per authority of SB241 Sec. 6 (b)(2) waives the 2020 license renewal requirement to provide 60 hours of therapy services and 24 contact hours of continuing education. The Board waives the continuing competency and audit requirements of 12 AAC 54.400 - 12 AAC 54.435 and 12 AAC 54.700 - 12 AAC 54.725 for the June 30, 2020, license renewal.**

# ! Applicable Regulations

## ARTICLE 3 PHYSICAL THERAPY LICENSE RENEWAL AND CONTINUING COMPETENCY REQUIREMENTS

### Section

#### 400. Physical therapy license renewal requirements

#### 405. Physical therapy continuing professional practice requirements and alternatives to those requirements

#### 410. Physical therapy continuing education requirements

#### 420. Approved physical therapy courses and activities

#### 430. Audit of physical therapy continuing competency requirements

#### 435. Exemption from continuing education requirements for active duty military service

### 12 AAC 54.400 PHYSICAL THERAPY LICENSE RENEWAL REQUIREMENTS

An applicant for renewal of a physical therapist or physical therapy assistant license shall

- (1) complete the renewal application on a form prescribed by the board;
- (2) pay the license renewal fee established in 12 AAC 02.320; and
- (3) document continuing competency by submitting proof of having completed
  - (A) the continuing professional practice requirements or an alternative under 12 AAC 54.405; and
  - (B) the continuing education contact hours required under 12 AAC 54.410.

### 12 AAC 54.405. PHYSICAL THERAPY CONTINUING PROFESSIONAL PRACTICE REQUIREMENTS AND ALTERNATIVES TO THOSE REQUIREMENTS.

- (a) An applicant for renewal of a physical therapist or physical therapy assistant license shall document completion of the jurisprudence questionnaire prepared by the board, covering the provisions of AS 08.84 and this chapter, and shall also document
  - (1) having provided physical therapy services for at least 60 hours during the concluding licensing period; or
  - (2) successful completion during the concluding licensing period of at least one of the following:
    - (A) the national physical therapy examination sponsored by the Federation of State Boards of Physical Therapy;
    - (B) in addition to the contact hours of continuing education required under 12 AAC 54.410 and 12 AAC 54.420, 40 contact hours of continuing education consistent with the requirements of 12 AAC 54.410 and 12 AAC 54.420;
    - (C) a review course sponsored by a school of physical therapy approved by the American Physical Therapy Association;
    - (D) a physical therapy internship of 150 hours approved by the board.
- (b) If an applicant for renewal is uncertain whether the applicant's work or volunteer experience will constitute physical therapy services under this section, the applicant may request board approval before submitting the application for license renewal.
- (c) In this section, "physical therapy services" includes work and volunteer service under a position title other than physical therapist or physical therapy assistant if the applicant documents that the position required the use of physical therapy skills recognized by the board.

### 12 AAC 54.410. PHYSICAL THERAPY CONTINUING EDUCATION REQUIREMENTS.

- (a) Except as provided in 12 AAC 54.435, an applicant for renewal of a physical therapist or physical therapy assistant license who has been licensed for 12 months or more of the concluding licensing period shall have completed during that period 24 contact hours of continuing education. An applicant for renewal of a physical therapist or physical therapy assistant license who has been licensed for less than 12 months of the concluding licensing period shall have
  - (1) completed during that period 12 contact hours of continuing education; or
  - (2) passed the national physical therapy examination within 12 months immediately before the date that the applicant's license is due to lapse.
- (b) An applicant shall complete at least one-half of the required contact hours in courses or programs offered by an accredited academic institution or a professional organization approved by the board under 12 AAC 54.420(a).
- (c) For the purposes of this section,
  - (1) one "contact hour" equals a minimum of 50 minutes of instruction;
  - (2) one continuing education unit awarded by a professional health care association equals 10 contact hours;
  - (3) one academic semester credit hour equals 15 contact hours; and
  - (4) one academic quarter credit hour equals 10 contact hours.
- (d) An applicant for renewal is responsible for maintaining adequate and detailed records of all continuing education contact hours claimed and shall make the records available to the board upon request under 12 AAC 54.430. Records must be retained for three years from the date the contact hours were obtained.
- (e) The following activities will not be accepted for continuing education contact hours under this section:
  - (1) routine staff meetings attended by the applicant;
  - (2) rounds conducted by the applicant;
  - (3) routine courses required for employment, including courses on cardiopulmonary resuscitation, first aid, and training related to Occupational Safety and Health Administration requirements.

Authority: AS 08.84.010 AS 08.84.100

### 12 AAC 54.420. APPROVED PHYSICAL THERAPY COURSES AND ACTIVITIES.

- (a) The following continuing education activities are approved for continuing education credit if they meet the requirements of (c) of this section:
  - (1) courses recognized by
    - (A) the Alaska Physical Therapy Association;
    - (B) the American Physical Therapy Association (APTA);
    - (C) the Federation of State Boards of Physical Therapy (FSBPT);
    - (D) other state physical therapy associations; or
    - (E) other state physical therapy licensing boards;
  - (2) American Medical Association category one and two continuing education courses that involve physical therapy;
  - (3) continuing education activities sponsored by a professional organization or university approved by the Alaska Physical Therapy Association or the American Physical Therapy Association.
- (b) If an applicant for renewal is uncertain whether a particular continuing education opportunity will meet the standards of this section, the applicant may request board approval before claiming those contact hours.
- (c) To be accepted by the board, a continuing education course or activity must contribute directly to the professional competency of a physical therapist or physical therapy assistant and must be directly related to the skills and knowledge required to implement the principles and methods of physical therapy, as that term is defined in AS 08.84.190.

### 12 AAC 54.430. AUDIT OF PHYSICAL THERAPY CONTINUING COMPETENCY REQUIREMENTS.

- (a) After each renewal period the board will, in its discretion, audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 54.400 - 12 AAC 54.430.
- (b) A licensee selected for audit shall, within 30 days after the date of notification, submit documentation of completion of contact hours required by 12 AAC 54.410 and physical therapy service hours or an alternative required by 12 AAC 54.405.
- (c) Refusal to cooperate with an audit will be considered an admission of an attempt to obtain a license by material misrepresentation under AS 08.84.120(a)(1).

### 12 AAC 54.435. EXEMPTION FROM CONTINUING EDUCATION REQUIREMENTS FOR ACTIVE DUTY MILITARY SERVICE

- (a) A physical therapist or physical therapy assistant who meets the requirements of this section is exempt from the continuing education requirements of 12 AAC 54.400 - 12 AAC 54.430 as specified in this section for renewal of the physical therapist or physical therapy assistant license for the biennial licensing period immediately following a period of service by the physical therapist or physical therapy assistant during which the physical therapist or physical therapy assistant was engaged in active duty military service in the armed forces of the United States.
- (b) To obtain an exemption under this section, the physical therapist or physical therapy assistant must submit official documentation satisfactory to the board of active duty military service.
- (c) The board will waive half of the continuing education hours required in 12 AAC 54.410, if the board determines that the applicant was engaged in active duty military service in the armed forces of the United States for at least six consecutive months during the concluding licensing period.
- (d) The board will waive all continuing education hours required in 12 AAC 54.410, if the board determines that the applicant was engaged in active duty military service in the armed forces of the United States for 12 or more months during the concluding licensing period.
- (e) In this section, "engaged in active duty military service" means military personnel serving in an active capacity, including
  - (1) active duty personnel in the United States Army, Navy, Air Force, Marine Corps, or Coast Guard; and
  - (2) reservists and National Guard personnel in a combat zone for a named United States military conflict; in this paragraph, "combat zone" means an area that the President of the United States designates by executive order as an area in which the armed forces of the United States are engaging or have engaged in combat.

# APPLICATION INFORMATION

## PHY Information

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### LICENSE TERM

Licenses are issued for a two-year period and expire on June 30 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.

## General Information

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### 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:**

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