

Chapter 39. Mechanical Administrators.

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted. Complete new sections are not in boldface or underlined.)

12 AAC 39.012 is amended to read:

12 AAC 39.012. Application for licensure by examination. (a) A complete application for a mechanical administrator license by examination consists of

(1) a completed application, on a form provided by the department, that identifies the license category for which the applicant is applying **and includes self-certifications by the applicant confirming they meet the qualifications for the identified license categories as outlined in 12 AAC 39.202 – 12 AAC 39.332;**

(2) the fees required in 12 AAC 02.245;

(3) official transcripts from a college, university, or trade school attended by the applicant that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education if the applicant is submitting proof of completed education to qualify for a license; official transcripts must be sent directly to the department by that college, university, or trade school; **and**

[(4) A COMPLETE RESUME DETAILING THE APPLICANT'S EDUCATION AND EXPERIENCE IN THE LICENSE CATEGORY FOR WHICH THE APPLICANT IS APPLYING;

(5) A NOTARIZED CERTIFICATE IN SUPPORT OF THE APPLICANT'S EXPERIENCE, SKILLS, AND QUALIFICATIONS FOR LICENSURE AS A MECHANICAL ADMINISTRATOR FROM EACH OF THREE PERSONS WHO

(A) ARE EMPLOYED IN THE MECHANICAL INDUSTRY IN ANY

STATE; AND

(B) HAS DIRECT PERSONAL KNOWLEDGE OF THE APPLICANT'S
WORK EXPERIENCE AND QUALIFICATIONS; AND

(6) verification that the applicant has obtained, within the 12 months immediately preceding the date of application, a score of at least 70 percent on the mechanical administrator examination [ADMINISTERED BY PSI SERVICES, LLC OR OTHER EXAMINATION] approved by the department.

(b) The department **may** [WILL, IN ITS DISCRETION,] require additional documentation necessary to substantiate the experience claimed by an applicant before approving an applicant for licensure by examination. (Eff. 7/7/94, Register 131; am 11/26/94, Register 132; am 1/22/2004, Register 169; am 7/21/2021, Register 239; am ____/____/_____, Register _____)

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.310
AS 08.40.240 AS 08.40.270

[**EDITOR'S NOTE:** INFORMATION ON THE MECHANICAL ADMINISTRATOR EXAMINATION REFERRED TO IN 12 AAC 39.012 MAY BE OBTAINED FROM PSI SERVICES, LLC, 3210 EAST TROPICANA AVENUE, LAS VEGAS, NEVADA 89121; TELEPHONE: (800) 733-9267; E-MAIL: EXAMSCHEDULE@PSIONLINE.COM; WEBSITE: WWW.EPSIONLINE.COM.]

12 AAC 39.022 is amended to read:

12 AAC 39.022 Application for licensure by credentials. (a) A complete application for a mechanical administrator license by credentials consists of

(1) a completed application, on a form provided by the department, that identifies the license category for which the applicant is applying **and includes self-certifications by the applicant confirming they meet the qualifications for the identified license categories as outlined in 12 AAC 39.202 – 12 AAC 39.332;**

(2) the fees required in 12 AAC 02.245;

(3) verification of a current, active license from another state, sent directly to the department by the other state, that identifies any relevant license category;

(4) verification of an examination passed in another state, sent directly to the department by the other state, that is equivalent to the examination administered in this state; **and**

(5) official transcripts from any college, university, or trade school attended by the applicant that is nationally or regionally accredited or approved by the Alaska Commission on Postsecondary Education if the applicant is submitting proof of completed education to qualify for a license; official transcripts must be sent directly to the department by that college, university, or trade school. [;]

(6) A COMPLETE RÉSUMÉ DETAILING THE APPLICANT’S EDUCATION AND EXPERIENCE IN THE LICENSE CATEGORY FOR WHICH THE APPLICANT IS APPLYING; AND

(7) REPEALED 11/26/94.

(8) A NOTARIZED CERTIFICATE IN SUPPORT OF THE APPLICANT'S EXPERIENCE, SKILLS, AND QUALIFICATIONS FOR LICENSURE AS A MECHANICAL ADMINISTRATOR FROM EACH OF THREE PERSONS WHO

(A) ARE EMPLOYED IN THE MECHANICAL INDUSTRY IN ANY STATE; AND

(B) HAVE DIRECT PERSONAL KNOWLEDGE OF THE APPLICANT'S WORK EXPERIENCE AND QUALIFICATIONS].

(b) The department **may** [WILL, IN ITS DISCRETION,] require additional documentation necessary to substantiate the experience and education claimed by an applicant before approving an applicant for licensure by credentials. (Eff. 7/7/94, Register 131; am 11/26/94, Register 132; am 1/22/2004, Register 169; am 7/21/2021, Register 239; am ____/____/____, Register ____)

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.310
AS 08.40.240 AS 08.40.270

12 AAC 39 is amended by adding a new section to read:

12 AAC 39.033. Reexamination. An applicant cannot take the written examination more than three times within a 12-month period. (Eff. ____/____/____, Register ____)

Authority: AS 08.40.230 AS 08.40.250 AS 08.40.270
AS 08.40.240