



State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Registration for Architects, Engineers and Land Surveyors
333 Willoughby Avenue, 9th Floor, State Office Building
P.O. Box 110806
Juneau, Alaska 99811-0806
Phone: (907) 465-2540 ★ E-mail: license@alaska.gov

APPLICANT INSTRUCTIONS FOR ARCHITECT REGISTRATION BY EXAMINATION OR COMITY

PLEASE READ THE APPLICATION, STATUTES, REGULATIONS, AND THESE INSTRUCTIONS BEFORE COMPLETING YOUR APPLICATION.

APPLICATIONS WILL BE PROCESSED according to the date received. The board meets four times a year, usually in February, May, August, and November. Applicants will be notified via e-mail of action taken by the board as soon as possible, but not more than three weeks after the board meeting. All documents received prior to receipt of application will be held up to one year and matched with an application upon receipt.

THE APPLICATIONS are updated frequently. If you obtained this application other than directly from the Division's official website the application may be outdated. Please check the website for the latest version. (www.commerce.alaska.gov/web/cbpl/)

A DENIAL OF AN APPLICATION for registration may be reported to any person; professional licensing board; federal, state or local government agency; other entity making a relevant inquiry; or as may be required by law.

ALASKA REGISTERS ARCHITECTS BY EXAMINATION, 12 AAC 36.060, or COMITY, 12 AAC 36.103. See also AS 08.48.181 and .191.

ALASKA DOES NOT HAVE RECIPROCITY (WRITTEN AGREEMENT) WITH ANY OTHER STATE OR COUNTRY. Comity **MAY** be granted to professional registrants from other states, territories, and foreign countries at the discretion of the board and in compliance with statutes and regulations.

FEES

The application fee required is the nonrefundable fee in effect on the date the application is received by the Division of Corporations, Business and Professional Licensing. The registration fee which is in effect on the date of initial registration is the required fee. In the event the registration fee changes after you have applied the amount due will be recalculated based on the fee in effect at the time registration.

COMITY APPLICANTS must comply with the following:

1. Complete pages 1 through 4 of the application (even though submitting NCARB record), and include the applicable fees.
2. Submit an NCARB Council Certificate (blue cover).

OR

If you do not hold an NCARB Council Certificate, submit verification of education, examinations, license in another jurisdiction and verification of experience in accordance with 12 AAC 36.103.

EXAMINATION APPLICANTS must comply with the following:

1. Complete pages 1 through 4 of the application (even though submitting NCARB record), and include the applicable fees.
2. NCARB must submit an "NCARB IDP Council Record with Application for Jurisdiction Registration with Council Certification" (also referred to as an NCARB Green Cover IDP Council Record) **-OR-** a record summary to support A.R.E. eligibility. Please notify the Division when you have requested a transmittal.

NOTE: To guarantee transmittal of the IDP Council record for exam, NCARB requires that the Council Record be established at least one year in advance of the registration board's application deadline.

APPLICATION DEADLINE FOR COMITY OR EXAMINATION

For the board to review an application for registration by examination or comity, the application, fees, and supporting documents, i.e., NCARB Council Certificates, as appropriate, must be **received in the Juneau office no later than 30 days before** the date of the next scheduled board meeting. **(The completed application must be typed and notarized and is available, along with the board's meeting schedule, on the board's website at <http://www.commerce.alaska.gov/web/cbpl/>).**

Once the board approves your application for exam you will be notified in writing or by email. The Division will submit your eligibility to NCARB, who will notify you of exam scheduling requirements.

RETAKE A FAILED EXAM

An applicant may repeat a failed division six months after an unsuccessful attempt.

Effective July 27, 1997, an applicant must pass all divisions of the ARE within five years after the date that the application was approved by the Board. If the applicant has not passed the exam five years after first being approved for the exam, the applicant will be subject to submitting a new application under 12 AAC 36.010.

To retake a failed examination applicants must call the testing agency.

ARCTIC ENGINEERING REQUIREMENT

ALL ARCHITECT APPLICANTS must successfully complete a board-approved arctic engineering course (listed on web page <http://www.commerce.alaska.gov/web/pub/baac.pdf>). You may submit your application PRIOR to completion of the course to expedite the application process. If you have already completed the course indicate that information on the application (12 AAC 36.110(a)).

SPECIAL EXAM NEEDS

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 examination, you must submit a written request for testing modifications to the board along with your application.

The applicant must have a licensed professional complete and submit directly to the board the "Documentation of Disability-Related Needs", Form 08-4214, available from the Division web page: <http://www.commerce.alaska.gov/web/cbpl/>. Requesting special accommodations and the "Documentation of Disability-Related Needs" form will be submitted to NCARB to review for fairness, security, and psychometric impact.

REFERENCES

List five references, three of whom must be registered architects, having personal knowledge of your architectural education, training, or experience. References may be contacted by the board for additional information. You must provide registration numbers for your references who are professional architects.

RULES OF PROFESSIONAL CONDUCT

Please read the statutes and regulations (AS 08.48 and 12 AAC 36.210) and sign the application where indicated, agreeing to exemplify and abide by these rules.

AFFIDAVIT

Sign your application before a Notary Public or other officer authorized to administer oaths. Applications received without a notarized signature will be returned to the applicant.

SEALING

12 AAC 36.185(d). "The registrant shall include the date each time the registrant signs and seals a document by inserting the date within the seal or in a close proximity to the seal." Board policy requires the date to be within two inches of the seal.

SOCIAL SECURITY REQUIREMENT

AS 08.01.060 requires an applicant for a professional license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the "Request for Exception from Social Security Number Requirement" form located at www.commerce.alaska.gov/web/cbpl/ or contact the division for a copy of the form.

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 Post-Secondary 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 Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

BUSINESS LICENSING

If you are self-employed or are practicing as a partnership, please contact Business Licensing at (907) 465-2550 or access the Internet for an application. The Internet address is: <http://www.commerce.alaska.gov/web/buslic.htm>. If the business is a corporation, limited liability company or limited liability partnership, contact the division for further instructions.

CORPORATE, LIMITED LIABILITY COMPANY (LLC) AND LIMITED LIABILITY PARTNERSHIP (LLP) AUTHORIZATION (12 AAC 36.135(1)(B), 12 AAC 36.135(6))

Corporations, LLCs, and LLPs doing architectural, engineering, land surveying, or landscape architectural business in Alaska must hold a business license as well as hold corporate, LLC, or LLP authorization with the Board of Registration for Architects, Engineers and Land Surveyors. In addition, corporations, LLCs and LLPs must also be registered with the Corporations section of the Division of Corporations, Business and Professional Licensing. For more information, you may contact the Division at (907) 465-2530; P.O. Box 110808, Juneau, Alaska 99811-0808; or access the internet home page at <http://www.commerce.alaska.gov/web/cbpl/>.

PUBLIC INFORMATION

Please be aware that all information on this form will be available to the public unless required to be kept confidential by state or federal law. Current licensee information, including mailing address, is available on the Division's website at www.commerce.alaska.gov/occ under "Professional License Search."

INTERNET INFORMATION

Certain forms can be printed by accessing the Division's AELS page at the following address: <http://www.commerce.alaska.gov/occ/pael.cfm> or by following the links from the Alaska state home page at <http://www.alaska.gov>.

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Registration for Architects, Engineers and Land Surveyors
State Office Building, 333 Willoughby Avenue, 9th Floor
P.O. Box 110806
Juneau, Alaska 99811-0806
Telephone: (907) 465-2550 ★ E-mail: aelsboard@alaska.gov

FOR OFFICE USE ONLY

APPLICATION FOR ARCHITECT REGISTRATION BY EXAMINATION OR COMITY

ORIGINAL, COMPLETED, TYPED, NOTARIZED APPLICATION AND ALL FEES MUST BE RECEIVED IN THE JUNEAU OFFICE BY THE DEADLINE DATE.

\$300.00 Comity* (\$200.00 nonrefundable application fee, \$100.00 registration fee)

\$300.00 A.R.E. Exam: (\$200.00 nonrefundable application fee; \$100.00 registration fee)

CHECK DIVISION NEEEDED: PP (Programming, Planning & Practice) BD (Building Design) BS (Building Systems) CD (Construction Documents) SD (Schematic Design) SP (Site Planning) SS (Structural Systems)

ALL DIVISIONS
(Exam fees are paid directly to testing agency upon Board approval of application)

\$20.00 Wall Certificate (optional) - issued upon registration and signed at the next board meeting

(MAKE CHECK OR MONEY ORDER PAYABLE TO THE STATE OF ALASKA.)

NOTE: Fees are subject to change in accordance with AS 08.01.065. Exam and comity applicants must meet 12 AAC 36.050 for application filing deadlines. You will not be scheduled for any exam until your application is approved by the board.

If your application is incomplete at the time of the deadline or prior to a board meeting your file will be held pending receipt of required documents up to 12 months, and then your file will be considered abandoned. (See 12 AAC 02.910)

**THE COMPLETE APPLICATION MUST BE TYPED
ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED FOR ALL APPLICANTS**

GENERAL INFORMATION

Title: Mr. Ms. Mrs. (optional)

Name _____
Last First Middle Name or Initial, as you wish it to appear on your registration.
Maiden Name (if applicable): _____

Birth Date _____ Social Security Number _____
(Required by AS 08.01.060) If you are a foreign citizen unable to obtain a United States Social Security Number, please contact the division for further instructions.

Mailing Address _____

City _____ State _____ ZIP Code _____

Business Name _____

Business Address _____

City _____ State _____ ZIP Code _____

Present Position _____

Work Telephone _____ Home Telephone _____

E-mail Address: _____ Fax Number (optional): _____

PERSONAL AND PROFESSIONAL REFERENCE LIST - (AS 08.48.201(a)(3))

NOTE: All sections must be completed even though submitting an NCARB Council Record.

Name	Address	Daytime Telephone	Occupation	Registration No.	State
1.					
2.					
3.					
4.					
5.					

EXAMINATION AND REGISTRATION

NCARB EXAMS PASSED:

A.R.E. DIVISION	STATE	YEAR	A.R.E. DIVISION	STATE	YEAR

OTHER NCARB EXAM	STATE	YEAR	OTHER NCARB EXAM	STATE	YEAR

PROFESSIONAL REGISTRATIONS: List all states where you hold or have held registration. Use a separate sheet if necessary. Verification of current registration will be provided via NCARB council certificate.

Type of License	State	Year Registered	Hours Written Examination	Reciprocity or Grandfather	Active or Lapsed

TECHNICAL EDUCATION

Name and Address of Institution	Years Attended		Date of Graduation	Degree Received
	From	To		

STATEMENT OF PROFESSIONAL EXPERIENCE

Read and complete all columns - list in date order with most recent experience first - (attach supplemental sheets if necessary)

Date		Title of Position and Character of each Engagement. Be Specific. List in chronological order.	Name and Address of Employer or Person Most Familiar with Engagement	Time in Months
From	To			Total Months

**DEFINITION OF RESPONSIBLE CHARGE
(12 AAC 36.990(19)(20))**

- (1) "Responsible Charge of Work in the Field" means the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant has to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his superiors and where the applicant has to supply solutions to deficiencies in plans or has to correct errors in designs without first referring them to higher authority for approval, except where the approval is a matter of form.
- (2) "Responsible Charge" as it pertains to "work in the office" means undertaking investigations or carrying out assignments which demand resourcefulness and originality, or making plans, writing specifications, and directing drafting and computations for the design of architectural, engineering, or land surveying work with only rough sketches, general information, and field measurements for reference.

***Responsible charge experience is counted within the total experience time accumulated.**

ARCHITECT WORK EXPERIENCE VERIFICATION

I. THIS PORTION TO BE COMPLETED BY THE APPLICANT:

I, _____, am applying to the State of Alaska for:

Professional Architect (comity)

My application shows that I was under your supervision and/or employ from _____ to _____ = _____(months)

Subtract gaps of two continuous months or more: _____

Total Months of Work Experience: _____

NOTE TO VERIFIERS OF WORK EXPERIENCE: Any gaps of employment for any reason during the time frame above in excess of two continuous months must be subtracted from the "months" above.

NOTE TO COMITY APPLICANTS: IF YOU HAVE AT LEAST FIVE YEARS OF POST-REGISTRATION EXPERIENCE, in lieu of work experience verifications, you may provide two current letters of reference from registered architects to verify that experience. The letters should address:

- your professional experience on projects;
- your ability and character;
- their professional association to you;
- how long they have been an associate of yours (minimum of 5 years);

NOTE: Work experience forms and letters of reference should bear the stamp (seal) of the verifier and the stamp (seal) should be signed and dated. The work experience forms and letters must be submitted directly from the signer to the Juneau office at the address or fax number given above.

Definitions: "Responsible Charge" may be gained either in the field or in the office. Responsible charge means:

- (1) In the field, the applicant must have had the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant had to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his/her superiors and where the applicant had to supply solutions to deficiencies in plans or had to correct errors in design without first referring them to higher authority for approval, except where the approval is a matter of form.
- (2) In the office, the applicant must have had to undertake investigations or carry out assignments which demand resourcefulness and originality, or make plans, write specifications, and direct drafting and computations for the design of architectural, engineering, or land surveying work with only rough sketches, general information and field measurements for reference.

II. EMPLOYER OR SUPERVISOR: COMPLETE THIS FORM AND SEND DIRECTLY TO THE ALASKA STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND LAND SURVEYORS. THIS IS IMPORTANT TO THE APPLICANT AS HIS/HER EXPERIENCE CANNOT BE ACCEPTED UNLESS VERIFIED.

_____ was/was not employed by _____

as a _____.

Describe the work the applicant performed and his/her responsibilities. _____

A REMINDER: IF YOU ARE NOT A PROFESSIONAL ARCHITECT, YOU MAY NOT VERIFY ANY "RESPONSIBLE CHARGE" EXPERIENCE. PLEASE CONTINUE.

ARCHITECT PROFESSIONAL WORK EXPERIENCE VERIFICATION

In your opinion, has the applicant had **professional** experience on any projects? Please name one: _____

1. During the period of employment stated above, how many months were considered "professional work?"
(See definition above) = _____
2. Of the time considered "professional work," how many months was the applicant in a position of "responsible charge?"
(See definition above) = _____

The total months for professional experience should equal the total months during the period of employment stated in Section I on the previous page. Responsible charge experience is a subset of professional experience and should be less than or equal to the number of months entered for question number 2.

What professional association did you have with the applicant? _____

Would you employ this applicant in a position of trust? Yes No

Do you recommend the applicant for the registration requested? Yes No

Professional Seal

**NOTE: If no seal or stamp is available,
please state reason.**

Signature

Date

(Print or Type Name)

Address

Telephone

Registration No.

State

Were you registered at the time you supervised the applicant? Yes No

VERIFICATION OF REGISTRATION AND EXAMINATION

APPLICANT: REGISTRATION BOARDS REQUIRE THAT YOU INCLUDE A STAMPED, ADDRESSED ENVELOPE WITH THIS VERIFICATION, WHICH MUST BE COMPLETED BY THE STATE ISSUING THE ORIGINAL REGISTRATION AND RETURNED DIRECTLY TO THE ALASKA BOARD AT THE ADDRESS GIVEN ABOVE. TOP PORTION TO BE FILLED IN BY THE APPLICANT:

BOARD SUBMITTING THIS VERIFICATION: _____ APPLICANT NAME: _____
 _____ ADDRESS: _____
 ADDRESS: _____
 _____ SS# (last 4 digits): _____ DOB: _____
 _____ PHONE: _____

THIS PORTION TO BE FILLED IN BY THE VERIFYING BOARD:

I. THE ABOVE-NAMED PERSON WAS/IS REGISTERED AS:

REGISTRATION NUMBER	DATE ISSUED	VALID UNTIL
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PROFESSIONAL ARCHITECT

_____	_____	_____
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II. EXAM VERIFICATION

A.R.E. EXAM DIVISIONS

(Old=A) (Pre-Design=PD) Date _____ Score _____	(Old=B WR) (Old=B GR) (Site Planning=SP) Date _____ Score _____	(Old=C) (Bldg. Planning=BP) Date _____ Score _____	(Old=C) (Bldg. Tech.=BT) Date _____ Score _____	(Old=D/F) (Gen. Structures=GS) Date _____ Score _____
(Old=E) (Lateral Forces=LF) Date _____ Score _____	(Old=G) (Mechanical & Electrical Systems=ME) Date _____ Score _____	(Old=H) (Materials & Methods=MM) Date _____ Score _____	(Old=I) (Construction Documents & Services=CD) Date _____ Score _____	Notes:

III. HAS ANY DISCIPLINARY ACTION BEEN TAKEN ON THIS REGISTRATION? NO YES
 (If "yes" please explain on reverse side)

IV. REMARKS: _____

BY: _____

TITLE: _____ DATE: _____

(BOARD SEAL)

APPLICANT CHECKLIST

Registration by Comity Architects

State of Alaska Board of Registration for Architects, Engineers and Land Surveyors

P.O. Box 110806

Juneau, Alaska 99811-0806

Phone: (907) 465-2540 ★ Fax: (907) 465-2974

E-mail: license@alaska.gov

ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED EVEN THOUGH SUBMITTING AN NCARB COUNCIL RECORD.

- 1. Completed **TYPEWRITTEN, NOTARIZED** application.
 - 2. NCARB Blue-Cover Certificate Record, or verification of exams and licensure in another jurisdiction, a copy of transcripts and verification of experience.
 - 3. Arctic and Seismic Requirement (12 AAC 36.110). Application may be submitted and reviewed by the board before arctic class is completed.
 - 4. Fees: \$300.00 (\$200.00 nonrefundable application fee, and \$100.00 registration fee).
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Architect Registration by Exam (A.R.E.)

- 1. Completed **TYPEWRITTEN, NOTARIZED** application.
 - 2. Fees: \$300.00 (\$200.00 nonrefundable application fee, \$100.00 biennial registration fee).
 - 3. Completed bound green cover NCARB council record that must include verification of an NAAB degree or compliance with NCARB's alternative education standard, or a record summary to support A.R.E. eligibility.
 - 4. Arctic Requirement: Successfully complete a board-approved university level course in arctic engineering or its equivalent (12 AAC 36.110). Board approved arctic engineering courses are listed on the AELS web page at: www.commerce.alaska.gov/web/cbpl/. NOTE: Your file may go to the board for review before completion of the arctic requirement, but this requirement must be satisfied prior to registration.
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THE STATE
of **ALASKA**
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

State of Alaska
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PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Program Type: _____ License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply):

AMOUNT

Application Fee: _____

License or Renewal Fee: _____

Other (name change, wall certificate, fine, duplicate license, exam, etc.):

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/26/18

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!	
<p>1. Account Number: _____</p> <p>2. Expiration Date: _____</p> <p>3. Billing ZIP Code: _____</p> <p>4. Security Code: _____</p>	<p>All four fields MUST be completed!</p> <p>This section will be destroyed after the payment is processed.</p>