



**Board of Registration for Architects, Engineers and Land Surveyors**

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

## Verification of Work Experience — Engineer by Comity or Exam

→ **Applicant:** Complete this top part and then forward it to your employer or supervisor where you obtained your work experience. Make copies as needed.

<b>Full Name:</b>		<b>Applying by:</b>	<input type="checkbox"/> Comity <input type="checkbox"/> Exam
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Work experience forms and letters of reference must bear the signed and dated PE stamp (seal) of the verifier. A supervisor or department manager who was licensed as an engineer at the time of employment can verify the work of exam applicants.

**COMITY APPLICANTS ONLY:** 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 engineers in the same discipline for which you are applying 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);
- their specific branch of engineering practice; and
- their registered discipline (if applicable).

**WORK EXPERIENCE TIME:**

*("End Date" cannot be projected beyond today's date.)*

Start Date: \_\_\_\_\_ + End Date: \_\_\_\_\_ = Number of Months: \_\_\_\_\_

Less employment gaps of two or more months: \_\_\_\_\_

Total months of work experience verified: \_\_\_\_\_

**DEFINITIONS:**

**Sub-professional work**

means time spent working as rod-man, chainman, recorder, draftsman, clerk of works, instrumentation, inspector, or similar work where personal responsibility and technical knowledge are slight.

**Professional work**

means the time the applicant has been occupied in architecture, engineering, land surveying, or landscape architecture work of higher grade and responsibility than that of sub-professional work.

**Responsible Charge**

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

- 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.
- 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.

→ **Verifiers of Work Experience:**

Complete pages 2 and 3 of this form. Mail or email it directly to the Division. We require ALL three pages.

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.

**Information about the work being verified:**

<b>Applicant's Complete Name:</b>	
<b>Job Title:</b>	
<b>Business Name:</b>	
<b>Job Duties:</b>	

**Describe the work the applicant performed, and his/her responsibilities:**

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**What professional association did you have with the applicant?**

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

Do you recommend the applicant for professional registration? **Yes**  **No**

Referring to the definitions provided on the previous page, in your opinion, has the applicant had *professional* experience on any projects? **Yes**  **No**

Please name one: -----

1. Using the definitions and period of employment from Page 1, how many months were considered "sub-professional" work? -----

2. Using the definitions and period of employment from Page 1, how many months were considered "professional" work? -----

3. Using the definitions from Page 1, of the time considered "professional" work, how many months was the applicant in a position of "responsible charge"? -----

*Per 12AAC 36.063 "To receive full credit for responsible charge experience, an applicant must gain responsible charge experience while under the responsible control of a professional engineer registered in the United States in the branch of engineering for which the applicant has applied."*

*The total months for sub-professional and professional experience should equal the total months during the period of employment stated 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.*

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Are you a professional engineer? Yes  No

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

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Were you registered in a discipline-specific state? Yes  No

Which discipline ? \_\_\_\_\_

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\* If no stamp or seal is available, please state the reason why:

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Professional Seal*	<b>Signed by:</b>	<b>Date:</b>
	<b>Printed Name:</b>	<b>Title:</b>
	<b>Phone:</b>	<b>Email:</b>
	<b>Registration #:</b>	<b>Registration State:</b>

**The verifier of work experience must submit ALL THREE PAGES  
directly to the Division by mail or email.**