



THE STATE  
of **ALASKA**

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

**AELS**

FOR DIVISION USE ONLY

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

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550

Email: AELSboard@Alaska.Gov

ProfessionalLicense.Alaska.Gov/BoardofArchitectsEngineersandLandSurveyors

**Corporate, LLC, LLP, or LP Authorization Renewal**

**January 1, 2024 — December 31, 2025**

- Your authorization lapses after December 31, 2023. There is no grace period - it is illegal to work if your authorization has lapsed.
- Emailed applications will not be accepted.
- Make checks and money orders payable to the State of Alaska or use the attached credit card payment form.
- Plan on a 4-6 week processing time for correct and complete renewal applications.
- Once the renewal is processed, your license certificate will be available for printing via the MY LICENSE self-service portal.

**PART I Payment of Fees**

Renewal Fee:	<input type="checkbox"/> Active Authorization <i>(For Authorizations first issued on or before December 31, 2022)</i>	<b>\$300.00</b>
	<input type="checkbox"/> Prorated Active Authorizations <i>(For Authorizations first issued on or after January 1, 2023)</i>	<b>\$150.00</b>
Late Fee:	<input type="checkbox"/> Delayed Renewal Penalty <i>(For renewals postmarked on or after March 1, 2024)</i>	<b>\$ 50.00</b>

**PART II Corporate, LLC, LLP, or LP Information**

AELS Corporate, LLC, LLP, or LP Name:		AELS Corporate, LLC, LLP, or LP Authorization Number:	
Name of Authorized Person:		Contact Phone:	
Business Name(s): <small>List all business names under which services are provided.</small>			
Mailing Address: This is an address change: <input type="checkbox"/>		P.O. Box or Street	City State Zip
<b>EMAIL AGREEMENT:</b> 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:		Select One:	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
<b>Note: If both boxes are selected above, you will receive correspondence electronically.</b>			

### PART III Persons in Responsible Charge

Designation of person(s) presently in responsible charge for each specific branch of practice as required by AS 08.48.241. Attach supplement if necessary.

*Note: In order to renew your Certificate of Authorization, at least one professional designated in responsible charge for each field of your practice in which the firm is authorized must renew his/her license(s) first.*

Full Name	Alaska Registration Number	Branch of Practice

### PART IV Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

**For each "yes" response to any question, you must provide an explanation and documentation.** Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

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

#### Since the date your last certificate of authorization was issued or renewed:

- Has there been a change in the person(s) designated in responsible charge of your corporation, LLC, LLP, or LP? If "yes," you must submit a completed amendment form (#08-4409), appropriate fees, and all required attachments.

The amendment form (#08-4409) is available online at the AELS website:

*ProfessionalLicense.Alaska.Gov/BoardofArchitectsEngineersandLandSurveyors*

Yes

No

- Has the corporation, LLC, LLP, LP or any of the person(s) designated in responsible charge or any principals of the corporation, LLC, LLP, or LP been found guilty of misconduct, dishonesty, fraud, incompetence, and/or gross negligence in the practice of architecture, engineering, land surveying, landscape architecture or had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or has the corporation, LLC, LLP, LP or any of the person(s) designated in responsible charge or any of the principals of the corporation, LLC, LLP, or LP 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 held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?

Yes

No

"Yes" Answers

**If you answered "yes" to any of the above questions,** you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).



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**Signature Page**

Authorized Person  
Name:

**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.

Authorized Person  
Signature:

Date Signed:

Title:

## General Information

### 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. 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. 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.

### LICENSE TERM:

There is no "inactive" status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on December 31 of odd-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. Renewal applications become available 30-90 days prior to the expiration date. One renewal notice will be sent via email or mail at least 30 days before license expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not alleviate the requirement to renew the license if you wish to continue providing services in Alaska.

Lapsed licenses may be renewed only after satisfying the requirements of AS 08.48.231 and 12 AC 36.500 - 12 AAC 36.550. A certificate of registration that has been lapsed for five years is considered expired and cannot be renewed. An expired registration may be reinstated by submitting an Application for Reinstatement form (#08-4494).

### CONTINUING EDUCATION:

Before a license can be renewed, the licensee must comply with the continuing education requirements of 12 AAC 36.500 - 12 AAC 36.550. Permanent licenses issued on or after **October 1, 2021** are not subject to continuing education for **this renewal only**. All other licensees are required to complete 24 hours of approved continuing education during the concluding licensing period.

### CERTIFICATE OF AUTHORIZATION FOR CORPORATE, LLC, LLP, OR LP PRACTICE:

A certificate of authorization may be renewed if there are no changes to: company name; person(s) designated in responsible charge; areas of practice; or altered ownership/ membership/ partners as applicable.

If any of the changes listed above are required, please submit an Application for Amendment form (#08-4409) with your renewal form.

Before renewing a certificate of authorization, at least one person designated in responsible charge for each field of practice must renew his/her registration.

A certificate of authorization for corporate, limited liability company, limited liability partnership, or limited partnership practice that has been lapsed for five years is considered expired and cannot be renewed or reinstated.

### LISTSERV:

Subscribe at [http://list.state.ak.us/mailman/listinfo/Commerce\\_AELS](http://list.state.ak.us/mailman/listinfo/Commerce_AELS) to receive news and updates from the Alaska Board of Architects, Engineers, and Land Surveyors. Information may include meeting notices, agendas, newsletters, renewal reminders and notices of regulation changes.

### PROFESSIONAL FITNESS QUESTIONS:

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 the charging document and judgement.

### 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, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. 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.

### 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 (#08-4372) located at [ProfessionalLicense.Alaska.Gov](http://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.

**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 specific 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*



**Professional Licensing**  
PO Box 110806, Juneau, AK 99811  
Phone: (907) 465-2550  
Email: [License@Alaska.Gov](mailto:License@Alaska.Gov)  
Website: [ProfessionalLicense.Alaska.Gov](http://ProfessionalLicense.Alaska.Gov)

## Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are public records. If you believe that the additional information you are attaching to explain a “yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted according to state law.



Write the professional fitness question number you are answering “yes” to in the box.

<b>Location of Incident:</b>		<b>Date of Incident:</b>	
<b>Explanation of Incident:</b> When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

### Did you attach all applicable documents associated with this incident?

- Court Orders     
  Consent Agreements     
  Disciplinary Actions     
  Charging Documents  
 Court Records     
  Fitness to Practice     
  All Other Documentation Related to This Incident  
 I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

<b>Full Name:</b>		<b>Program:</b>	
<b>Signature:</b>		<b>Date Signed:</b>	



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### 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: \_\_\_\_\_

Profession Type (e.g., Acupuncture): \_\_\_\_\_

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 (fine, 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 12/06/2022

Credit Card Payment Form (all major cards accepted)

**CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!**

1. Credit Card Number: -----

2. Expiration Date: -----

3. Security Code: -----

All 3 fields **MUST** be completed!

This section will be destroyed after the payment is processed.