



THE 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

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Phone: (907) 465-2550

Email: AELSBoard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors

Mentoring Form — Engineer

→ **Applicant:** Complete the identifying information below and forward a copy of this form to your mentor where you obtained your work experience. *Make additional copies of this form, as needed.*

Applicant Name:			
Email:		Phone:	
Date of Meeting:		Meeting Number:	
Start Date of Time Period Covered in Meeting:		End Date of Time Period Covered in Meeting:	
Total # of Months Covered in Meeting:			
Projects or description of work completed since the last meeting: <i>(attach separate sheet if necessary)</i>			
Applicant Signature:			Date Signed:

→ **Mentor:** Complete this bottom part for the applicant identified above and return the form directly to the Board of Registration for Architects, Engineers and Land Surveyors at the letterhead address or email.

Mentor Name:		
Topics covered at this meeting:		
Was applicant's work since last meeting applicable to professional engineer work and done according to industry standards?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain below:		
What portion of applicant's work since last meeting was Responsible Charge?		Months

Were you registered at the time you supervised the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If no stamp or seal is available below, state the reason why:

Signature			
Professional Seal	Signature:		Date Signed:
	Printed Name:		Title:
	Email:		Phone:
	Registration State:		Registration Number:

Regulations

12 AAC 36.063. ENGINEERING EDUCATION AND WORK EXPERIENCE REQUIREMENTS.

(a) To be eligible for a professional engineering examination other than the structural engineering examination, an applicant must

- (1) have passed the fundamentals of engineering examination or had these requirements waived under 12 AAC 36.090(a);
- (2) apply for examination in a branch of engineering recognized by 12 AAC 36.990(17); and
- (3) submit to the board satisfactory evidence that the applicant's education, work experience, or both are equivalent to the requirements set out in the following table of education and work experience requirements for a professional engineering examination:

TABLE OF EDUCATION AND WORK EXPERIENCE REQUIREMENTS FOR PROFESSIONAL ENGINEERING EXAMINATION

Description of Training	Equivalent Education in Years	Minimum Work Experience in Years	Total Years of Education and Work Experience
ABET accredited B.S. degree in engineering in the branch of engineering applied for listed in 12 AAC 36.990(a), and a master's or doctorate in engineering acceptable to the board	5	3	8
ABET accredited B.S. degree in engineering that is not in the branch of engineering applied for listed in 12 AAC 36.990(a), and a master's or doctorate in the branch of engineering applied for listed in 12 AAC 36.990(a) that is acceptable to the board	4	4	8
ABET accredited B.S. degree in engineering in the branch of engineering applied for listed in 12 AAC 36.990(a)	4	4	8
ABET accredited B.S. degree in engineering technology in the branch of engineering applied for listed in 12 AAC 36.990(a)	3	5	8
ABET accredited B.S. degree in a branch of engineering that is not the branch for which the applicant has applied	3	5	8
Master's degree in engineering acceptable to the board in the branch listed in 12 AAC 36.990(a) for which the applicant has applied or in a discipline substantially similar to the branch for which the applicant has applied	2	6	8
Doctorate degree in engineering acceptable to the board in the branch listed in 12 AAC 36.990(a) for which the applicant has applied or in a discipline substantially similar to the branch for which the applicant has applied	3	5	8
Master's or doctorate degree in engineering acceptable to the board from a school which has an ABET accredited undergraduate engineering program in the branch for which the applicant has applied	3	5	8
Non-ABET accredited B.S. degree in engineering in the branch applied for	3	6	9

(b) Education for initial registration must be in the branch of engineering in which the applicant seeks registration for full credit to be given. If the education is not in the branch of engineering in which the applicant seeks registration, the board will determine the amount of credit to be given based on comparability with the branch of engineering for which the applicant has applied for registration. An applicant with a degree obtained outside of the United States shall submit

- (1) a transcript of the applicant's education and if the transcript is not in English, submit a translation into English and a signed and notarized affidavit by the translator of the accuracy of the translation; and
- (2) an evaluation of the applicant's education from an agency approved by the board unless the applicant's education has been earned at a school accredited by an accreditation agency recognized by the board.

(c) The minimum work experience required for registration must include

- (1) two years of responsible charge experience or the equivalent experience gained through a mentoring program, within the meaning given in 12 AAC 36.990(a) and this section; 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 board will determine the amount of credit given for responsible charge experience gained under the responsible control of a professional engineer registered in the United States in another branch of engineering based on the comparability with the branch of engineering to which the applicant has applied; and
- (2) experience gained under (j) of this section will be considered for credit only if it is gained after the applicant has completed education, work experience, or both that are equivalent to the requirements to be eligible for the fundamentals of engineering examination.
- (d) For registration in more than one branch of professional engineering listed in 12 AAC 36.990, professional work experience used to qualify for registration in one branch of engineering will be evaluated by the board in considering an application for registration in another branch of engineering. Except as provided in (c) of this section, responsible charge or mentored experience must be entirely in the branch of engineering applied for and may not be counted as responsible charge experience in another branch of engineering or in land surveying.
- (e) Education and work experience may not be accumulated concurrently. A maximum of 12 months' credit may be claimed for a calendar year.
- (f) The board will accept a maximum of two years of credit for professional work experience used in securing registration in land surveying as experience in securing registration in civil or mining engineering.
- (g) Work experience for initial registration must be in the branch of engineering in which the applicant seeks registration for full credit to be given. If the work experience is not in the branch of engineering in which the applicant seeks registration, the board will determine the amount of credit to be given based on comparability with the branch of engineering for which the applicant has applied for registration.
- (h) The board will accept up to a maximum of two years of subprofessional work experience for up to one half of the work experience required for registration based on its meeting the definition of "subprofessional work" in 12 AAC 36.990.
- (i) Repealed 5/5/2023.
- (j) To meet the mentoring requirements of this section, an applicant must complete quarterly face-to-face meetings or videoconferences with a professional engineer registered in the United States and registered in the same discipline that the applicant is applying for. One quarter of responsible charge experience will be credited for every two quarters of documented mentoring program. An applicant shall
 - (1) prepare a report for each meeting on a form provided by the department, which includes
 - (A) a description of what topics were covered during the meeting;
 - (B) a statement indicating whether or not it was responsible charge work and if the work was performed according to industry standards;
 - (C) the professional engineer's seal and signature; and
 - (2) submit as a part of the final report a statement from the professional engineer, who served as the mentor, recommending the applicant for registration.
- (k) Repealed 10/22/2023.

12 AAC 36.990. DEFINITIONS.

- (a) For the purposes of this chapter and AS 08.48, unless the context requires otherwise
 - (19) "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;
 - (20) "responsible charge experience" as it pertains to "work in the office" means undertaking investigations or carrying out assignments, that demand resourcefulness and originality, or making plans, writing specifications, and directing drafting and computations for the design of architectural, engineering, landscape architecture, or land surveying work with only rough sketches, general information and field measurements for reference;