



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

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: AELSBoard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors

Architect Registration by Comity Application Instructions

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.

— 12 AAC 36.103 by authority of AS 08.48

Alaska does NOT offer reciprocity (written agreement) with any other state or country.

Faxed or emailed applications will not be accepted.

The following must be received by the division before your application for Architect Registration by Comity can be reviewed:

1. APPLICATION

A completed application, signed and notarized (#08-4801, pages 1-7).

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee: \$200.00

Registration Fee: \$100.00

Total Fees Due: \$300.00

3. VERIFICATION OF EDUCATION, EXAM, EXPERIENCE & REGISTRATION

NCARB record that verifies all examinations, work experience and education is required and must be transmitted to aelsboard@alaska.gov. In addition to the NCARB record, all sections of the application must be filled in – do not write at end of sentence "see NCARB Record."

- OR -

If you were initially licensed on or before July 13, 2011, you may submit the following in lieu of an NCARB Record:

- Official transcripts must be submitted directly from the institution to our office by email or mail. (12 AAC 36.061)
- Verification of A.R.E. exams and current registration in at least one other state must be submitted directly from the state board(s) to our office; these can be accepted by email or mail.
- Two Letters of reference verifying the applicant's experience as a registered architect for five years or more in a state, territory, or a possession of the United States, the District of Columbia, or a foreign country. Each letter must be signed and sealed by a professional architect in a state, territory, or possession of the United States, the District of Columbia, or a foreign country. Letters can be accepted electronically and must address:
 - The applicant's professional architectural experience since registration as a licensed architect.
 - The reference's professional association to applicant, demonstrating direct knowledge of the applicant's work experience as a registered architect.
 - The reference's length of time in professional association to the applicant.

4. COLD REGIONS DESIGN REQUIREMENT

All architect applicants must successfully complete a board-approved Cold Regions Design course (listed on the board's website). You may submit your application prior to completion of the course to expedite the application process. (12 AAC 36.110(a))

5. JURISPRUDENCE QUESTIONNAIRE

A questionnaire which covers Alaska Statutes 08.48 (Architects, Engineers, and Land Surveyors), Alaska Statutes 08.01 (Centralized Statutes), Alaska Administrative Code, Title 12, Chapter 36 (12 AAC 36.010-.990), and Alaska Administrative Code, Title 12, Chapter 02 (12 AAC 02.010-.02.990, Division of Corporations, Business and Professional Licensing, Centralized Regulations).

AELS Information

BOARD REVIEW:

The board meets four times a year, usually in February, May, August, and November. Board meeting dates are posted on the board's website. Applications and supporting documents, (work experience verifications, official transcripts and verification of registration and examination) and nonrefundable application fees must be received in the Juneau office 30 days before a scheduled board meeting. Applicants will be notified via email of action taken by the board as soon as possible, but not more than three weeks after the board meeting.

The board conducts a thorough evaluation of education, training, employment or work history, malpractice history and any criminal or disciplinary history. We recommend you do not make commitments for loans, practice start dates, home purchases, etc., based on the expectation of licensure.

CORPORATE REGISTRATIONS:

Corporations, LLCs, LLPs and LPs practicing or offering to practice landscape architectural, architectural, engineering, or land surveying in Alaska must hold a business license as well as hold corporate, LLC, LLP, or LP authorization with the Board of Registration for Architects, Engineers and Land Surveyors. In addition, corporations, LLCs, LLPs, and LPs 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) 465-2550; P.O. Box 110806, Juneau, Alaska 99811-0806; or access its internet home page at Corporations.Alaska.Gov.

General Information

APPLICATION PROCESSING:

The average processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the registration may 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.

REGISTRATION TERM:

Registrations are issued for a two-year period and expire on December 31 of odd-numbered years, regardless of the date of issuance, except registrations issued within 90 days of the expiration date which are issued to the next biennial expiration date. One renewal notice will be sent via email or mail at least 30 days before registration expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not relieve a registrant from the responsibility of renewing a registration on time.

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, submit an explanation with the charging and closing court documentation (e.g. court records, fitness letters, etc.).

DENIAL OF APPLICATION:

Be aware that the denial of an application for licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant'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. The name appearing on the registration must be your current legal name.

CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a "certified true copy of the original document". To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, "I certify this is a true copy of the original document" and sign your name. The notary will compare the original document with the copy and then notarize your signature.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 requires a U.S. Social Security Number be on file with the division before a professional registration is issued. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form located at ProfessionalLicense.Alaska.Gov.

PUBLIC INFORMATION:

All information on the application form will be available as a public record, unless required to be kept confidential by state or federal law.

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.

BUSINESS LICENSES:

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or *BusinessLicense.Alaska.Gov*.

STALE DOCUMENTS:

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

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*. To receive notification of all proposed regulation changes, send a request with your name, preferred contact method (mail or email), and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov*.



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AELS

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Board of Registration for Architects, Engineers and Land Surveyors

PO Box 110806, Juneau, AK 99811-0806

Website: ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors

Architect Registration by Comity Application

PART I Payment of Fees

Required Fees:

☐ Application and Registration Fee (\$200 is Non-Refundable)

\$300.00

PART II Personal Information

Full Legal Name:

Provide all other names used (maiden, nicknames, aliases). If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).

☐ Not Applicable

☐ Other Names Used: _____

Preferred Name
on Registration:

Mailing Address:

P.O. Box or Street

City

State

Zip

Contact Phone:

Date of Birth:

EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my registration 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 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 registration.

Email Address:

Select One:

- ☐ Send my Correspondence Electronically
☐ Send my Correspondence by Mail

Note: If both boxes are selected above, you will receive correspondence electronically.

SOCIAL SECURITY NUMBER: AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

PART III Business Information

☐ I am not currently employed.

Business Name:

Business Address:

P.O. Box or Street

City

State

Zip

Current Job Title:

Work Phone
Number:

PART IV Technical Education

Official transcripts are required and must be sent directly to the board office from the university, unless verified through NCARB Council Records.

Institution Name	Degree Awarded	Country	Graduation Date

PART V Statement of Professional Experience

List your professional experience in reverse chronological order (most recent experience first). This must be completed in full, even if you are submitting an NCARB Council Record. Read the definitions below for “responsible charge,” “professional work,” and “sub-professional work.” *Attach additional pages, as needed.*

Definition of Responsible Charge. 12 AC 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 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 work with only rough sketches, general information, and field measurements for reference.

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

“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.

“Sub-professional work” means time spent working in design support or construction related employment.

Start Date:		End Date:	
Employer Name:		Job Title:	
Employer Address:	P.O. Box or Street	City	State Zip
Contact Person:		Total Professional Months:	
Total Sub-Professional Months:		Total Months: (Professional + Sub-Professional)	
# Months of Professional Experience that are Responsible Charge:			
Describe the Professional Experience:			

PART V Statement of Professional Experience *(continued)*

Start Date:		End Date:	
Employer Name:		Job Title:	
Employer Address:	P.O. Box or Street	City	State Zip
Contact Person:		Total Professional Months:	
Total Sub-Professional Months:		Total Months: (Professional + Sub-Professional)	
# Months of Professional Experience that are Responsible Charge:			
Describe the Professional Experience:			

Start Date:		End Date:	
Employer Name:		Job Title:	
Employer Address:	P.O. Box or Street	City	State Zip
Contact Person:		Total Professional Months:	
Total Sub-Professional Months:		Total Months: (Professional + Sub-Professional)	
# Months of Professional Experience that are Responsible Charge:			
Describe the Professional Experience:			

Start Date:		End Date:	
Employer Name:		Job Title:	
Employer Address:	P.O. Box or Street	City	State Zip
Contact Person:		Total Professional Months:	
Total Sub-Professional Months:		Total Months: (Professional + Sub-Professional)	
# Months of Professional Experience that are Responsible Charge:			
Describe the Professional Experience:			

PART VI Exam History

List all NCARB exams passed.

A.R.E. Division	State	Year
Other NCARB Exams	State	Year

PART VII Cold Regions Design Requirement

12 AAC 36.110

List the location and date of the board-approved Cold Regions Design university-level course completed or in progress. (No documentation is required.)

College or University:		Date:	
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PART IX Professional Fitness Questions

The following question must be answered. A “yes” answer may not automatically result in registration 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.

When in doubt about your response, disclose and provide the required explanation and documents. Applications submitted without the required attachments will be considered incomplete and will not be processed.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

When in doubt, disclose and explain.

Have you 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 have you 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 you have held in any jurisdiction including Alaska and that of any military authorities or is any such action pending?

☐ Yes ☐ No

"Yes" Answers

If you answered “yes” to the question above, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).

PART X Alaska Law

☐ I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.48 and 12 AAC 36).



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Notary Signature Page

Applicant Name:			
Alaska License Number (if known):		<input type="checkbox"/>	<i>Application in Process</i>

PART XI Notarized Signature

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand 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, registration, certificate, or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

A person who makes a false statement on this application may be subject to civil and criminal penalties, including prosecution for perjury (AS 11.56.200 & AS 11.56.230).

<div>Notary Stamp</div>	Applicant Printed Name:			
	Applicant Signature:			
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:	
	Notary Signature:		My Commission Expires:	



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Professional Licensing

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Phone: (907) 465-2550

Email: License@Alaska.Gov

Website: 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 generally considered public records, unless required to be kept confidential by state or federal law.



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

Location of Incident:		Date of Incident:	
Explanation of Incident: 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.

Full Name:		Program:	
Signature:		Date Signed:	



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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
<input type="checkbox"/>	Application Fee:		
<input type="checkbox"/>	License or Renewal Fee:		
<input type="checkbox"/>	Other (fine, exam, etc.):		
1.			
2.			
TOTAL:			

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:			

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

1. Credit Card Number:		All 3 fields MUST be completed. This section will be destroyed after the payment is processed.
2. Expiration Date:		
3. Security Code:		