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

Mechanical Administrators Program
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550
Email: *MechanicalAdministrators@Alaska.Gov*
Website: *ProfessionalLicense.Alaska.Gov/MechanicalAdministrators*

Mechanical Administrator by Examination License Application Instructions

In accordance with AS 08.40.260(a), a person may not act as a mechanical administrator in the state without a license issued by the Department; (b) a person licensed under this chapter may perform work only in a category for which the person is licensed.

A mechanical administrator may be licensed in the following categories:

- Heating, Cooling and Process Piping (HCPP)
- Unlimited HVAC/Sheet Metal (UHVCS)
- Residential HVAC (RHVC)
- Mechanical Systems Temperature Control (CNTL)
- Unlimited Refrigeration (UR)
- Unlimited Commercial and Industrial Plumbing (UCIP)
- Residential Plumbing and Hydronic Heating (RPHH)

Faxed or emailed applications will not be accepted.

The following must be received by the division before your application for Mechanical Administrator License by Examination can be reviewed:

1. APPLICATION
A signed, completed application (#08-4903, pages 1-7).

2. FEES
Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	$150.00
License Fee:	$200.00
Total Fees Due:	$350.00

3. EXAMINATION SCORE
Verification that the applicant has obtained, within the 12 months immediately preceding the date of application, a score of at least 70 percent on the electrical administrator examination administered by PSI Services, LLC.

4. OFFICIAL TRANSCRIPTS (IF USING EDUCATION TO QUALIFY)
Official transcripts from a college, university, or trade school sent directly to the Division of Corporations, Business and Professional Licensing by the school.

Examination results are valid for one year. Mechanical administrator license examinations are currently being conducted by PSI Exams. Contact PSI Exams for examination scheduling information. A list of reference materials for the examination is available in the Candidate Information Bulletin which can be obtained by contacting PSI Exams.

PSI Exams:
Website: *https://candidate.psiexams.com/index.jsp*

MEC Information

A mechanical administrator must be assigned to one of the entities referenced in AS 08.40.280 in order to practice. Assignment is limited to one licensed contractor except as referenced in AS 08.40.280. A licensee not practicing as a mechanical administrator may be issued a license in an "unassigned" status.

Sec. 08.40.280. Administrator limited to one licensed contractor. A person may not qualify or operate as a mechanical administrator for more than one registered contractor, corporation, joint venture, or other business entity, unless the municipality or community where the person qualifies or operates as a mechanical administrator is the principal place of business of fewer than three mechanical administrators.

Change of employer or company affiliation. A licensed mechanical administrator shall notify the department in writing within 15 days after a change in mechanical administration employment or company affiliation by submitting the Change of Employer/Affiliation form.

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. 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 relieve a licensee from the responsibility of renewing a license 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 in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

DENIAL OF APPLICATION:
Please be aware that the denial of an application of 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.

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.

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 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* 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 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*

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*

THE STATE of ALASKA

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MEC

FOR DIVISION USE ONLY

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Website: *ProfessionalLicense.Alaska.Gov/MechanicalAdministrators*

Mechanical Administrator by Examination License Application

PART I License Category

Category:	☐ Heating, Cooling & Process Piping (HCPP) ☐ Residential HVAC (RHVC) ☐ Mechanical Systems Temperature Control (CNTL) ☐ Unlimited Commercial and Industrial Plumbing (UCIP) ☐ Unlimited HVAC/Sheet Metal (UHVCS) ☐ Unlimited Refrigeration (UR) ☐ Residential Plumbing and Hydronic Heating (RPHH)

PART II Payment of Fees

Required Fees:	☐ Application and License Fee ($150 is Non-Refundable)	**$350.00**

PART III 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: _____			
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 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:**	☐ 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 IV Certificate of Fitness

Do you hold a Certificate of Fitness issued by the Alaska Department of Labor?			☐ Yes ☐ No
Category:		**Certificate Number:**	
Original Issue Date:		**Expiration Date:**	

PART V Journeyman Certificate

Do you hold a certificate as a journeyman in plumbing, HVAC or mechanical temperature controls in any other state?			☐ Yes ☐ No
License Type:		**License Number:**	
Original Issue Date:		**State:**	

PART VI Contractor Assignment

Do you wish to assign your license to a contractor licensed in Alaska?			☐ Yes ☐ No
Contractor Company Name:		**Alaska Contractor License Number:**	

PART VII Training or Education

If you are substituting education for some of the experience requirements and are a graduate of an accredited college, university, or trade school, transcripts must be sent directly to the division from the college, university, or trade school.

Name of School	Description of Education and/or Training	Date Attended From (mm/yyyy)	Date Attended To (mm/yyyy)

PART VIII Professional License(s)

List all states, territories, provinces, or foreign countries in which you currently hold or have ever held a license or certification as a Mechanical Administrator (or equivalent). If you have never held a mechanical administrator or equivalent license in another state, write "N/A." All license verifications must come from the issuing state.

State or Jurisdiction	License Number	Issue Date	Expiration Date

PART IX Examination History

List any state(s) and date(s) in which you passed or failed a mechanical administrator's exam. All exam verifications must come from the state.

State	Administered By	Date Administered	Result
			☐ Pass ☐ Fail
			☐ Pass ☐ Fail

PART X Recent Employment

Describe, in detail, job related experiences (daily responsibilities, notable projects, relevant skills, etc.) obtained in the category (or categories) for which you are applying. Note that a year of experience means that within a 12-consecutive-month period you worked in a required field or position for at least 1,500 hours (12 AAC 32.930). List your most recent experience first.

Include additional pages, if needed. A resume may be submitted in lieu of Part X as long is contains all the requested information stated below.

Employer Name:				**Contractor License Number:** (If Alaska Contractor)	
Mailing Address:	P.O. Box or Street	City	State	Zip	
Employment Start Date:		**Employment End Date:**		**Hours Worked Per Week:**	
Position Held:	☐ Journeyman ☐ Foreman ☐ Supervisor ☐ Contractor ☐ Other: _____				
Description of Duties:					

Employer Name:				**Contractor License Number:** (If Alaska Contractor)	
Mailing Address:	P.O. Box or Street	City	State	Zip	
Employment Start Date:		**Employment End Date:**		**Hours Worked Per Week:**	
Position Held:	☐ Journeyman ☐ Foreman ☐ Supervisor ☐ Contractor ☐ Other: _____				
Description of Duties:					

PART X Recent Employment (continued)

Employer Name:				**Contractor License Number:** (If Alaska Contractor)	
Mailing Address:	P.O. Box or Street	City	State	Zip	
Employment Start Date:		**Employment End Date:**		**Hours Worked Per Week:**	
Position Held:	☐ Journeyman ☐ Foreman ☐ Supervisor ☐ Contractor ☐ Other: _____				
Description of Duties:					

PART XI Applicant Experience and Qualifications

Check all that apply:

☐ **1. Heating Cooling, and Process Piping (HCPP) - 12 AAC 39.222**

I certify that I'm qualified to be licensed as a mechanical administrator in this category based on (mark one or more of the following, as applicable):

☐ **a.** Practical experience as a journeyman in heating, cooling, and process piping work.

From Date:		**To Date:**		**Total Number of Months:**	

☐ **b.** Construction management experience in heating, cooling, and process piping as a field superintendent or similar position .

From Date:		**To Date:**		**Total Number of Months:**	

☐ **c.** A registration in the State of Alaska as a professional mechanical engineer plus management experience in the mechanical contracting industry as a field engineer or similar engineering position.

From Date:		**To Date:**		**Total Number of Months:**	

☐ **d.** A degree in mechanical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman pipefitter or field engineer in heating, cooling, and process piping.

From Date:		**To Date:**		**Total Number of Months:**	

☐ **2. Residential HVAC (RHVC) – 12 AAC 39.322**

I certify that I'm qualified to be licensed as a mechanical administrator in this category based on:

☐ **a.** Practical experience as a journeyman in residential HVAC work as defined in 12 AAC 39.332(b).

From Date:		**To Date:**		**Total Number of Months:**	

PART XI Applicant Experience and Qualifications (continued)

☐ **3. Unlimited Refrigeration (UR) - 12 AAC 39.262**

I certify that I'm qualified to be licensed as a mechanical administrator in this category based on (mark one or more of the following, as applicable):

☐ **a.** Practical experience as a journeyman in refrigeration.

From Date:		To Date:		Total Number of Months:	

☐ **b.** Being a graduate of a college, university, or trade school in refrigeration that is accredited regionally or nationally or approved by the Alaska Commission on Postsecondary Education.

☐ **4. Unlimited HVAC/Sheet Metal (UHVCS) - 12 AAC 39.242**

I certify that I'm qualified to be licensed as a mechanical administrator in this category based on (mark one or more of the following, as applicable):

☐ **a.** Practical experience as a journeyman in HVAC and sheet metal work.

From Date:		To Date:		Total Number of Months:	

☐ **b.** Management experience in HVAC and sheet metal work as a field superintendent or similar position.

From Date:		To Date:		Total Number of Months:	

☐ **c.** A degree in mechanical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman or field engineer in HVAC and sheet metal work.

From Date:		To Date:		Total Number of Months:	

☐ **d.** A registration in the State of Alaska as a professional mechanical engineer plus management experience in the mechanical contracting industry as a field engineer or similar engineering position.

From Date:		To Date:		Total Number of Months:	

☐ **5. Mechanical Systems Temperature Control (CNTL) - 12 AAC 39.282**

I certify that I'm qualified to be licensed as a mechanical administrator in this category based on (mark one or more of the following, as applicable):

☐ **a.** Practical experience as a journeyman in mechanical systems temperature control work.

From Date:		To Date:		Total Number of Months:	

☐ **b.** Management experience in mechanical systems temperature control work as a field superintendent or similar position.

From Date:		To Date:		Total Number of Months:	

☐ **c.** A degree in mechanical engineering or mechanical systems temperature control from a nationally or regionally accredited college or university.

From Date:		To Date:		Total Number of Months:	

☐ **6. Residential Plumbing and Hydronic Heating (RPHH) - 12 AAC 39.302**

I certify that I'm qualified to be licensed as a mechanical administrator in this category based on:

☐ **a.** Practical experience as a journeyman in residential plumbing and hydronic heating work.

From Date:		To Date:		Total Number of Months:	

PART XI Applicant Experience and Qualifications (continued)

☐ **7. Unlimited Commercial and Industrial Plumbing (UCIP) - 12 AAC 39.202**

I certify that I'm qualified to be licensed as a mechanical administrator in this category based on (mark one or more of the following, as applicable):

☐ **a.** Practical experience as a journeyman plumber.

From Date:		To Date:		Total Number of Months:	

☐ **b.** Management experience in plumbing work as a field superintendent or similar position.

From Date:		To Date:		Total Number of Months:	

☐ **c.** A degree in mechanical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman plumber or field engineer.

From Date:		To Date:		Total Number of Months:	

☐ **d.** A registration in the State of Alaska as a professional mechanical engineer plus management experience in the mechanical contracting industry as a field engineer or in a similar engineering position.

From Date:		To Date:		Total Number of Months:	

PART XII 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.

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.

1. Has your professional license ever been denied, revoked, suspended, surrendered, stipulated, on probation, or been subject to any other restriction or disciplinary action in any jurisdiction? ☐ **Yes** ☐ **No**

2. Have you ever been found guilty of misconduct, dishonesty, fraud, incompetence, and/or gross negligence in the practice for which you are applying? ☐ **Yes** ☐ **No**

"Yes" Answers

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

PART XIII Alaska Law

☐ I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.40 and 12 AAC 39).

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Signature Page

Applicant Name:		
Alaska License Number (if known):		☐ *Application in Process*

PART XIV 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.

Applicant Signature:		**Date Signed:**	

Statutes

MECHANICAL ADMINISTRATOR LICENSE CATEGORIES, QUALIFICATIONS, AND SCOPE.

12 AAC 39.202. QUALIFICATIONS FOR A MECHANICAL ADMINISTRATOR LICENSE IN THE UNLIMITED COMMERCIAL AND INDUSTRIAL PLUMBING CATEGORY.

An applicant for a mechanical administrator license in the unlimited commercial and industrial plumbing category shall furnish proof satisfactory to the department that the applicant has

(1) practical experience as a journeyman plumber for at least four of the six years immediately preceding the date of the application;

(2) management experience in plumbing work as a field superintendent or similar position for at least four of the six years immediately preceding the date of application;

(3) a combination of experience as a journeyman plumber and management experience in plumbing work as a field superintendent or similar position for at least four of the six years immediately preceding the date of application;

(4) a degree in mechanical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman plumber or field engineer for at least one of the three years immediately preceding the date of application; or

(5) a registration in the state as a professional mechanical engineer plus management experience in the mechanical contracting industry as a field engineer or similar engineering position for at least one of the three years immediately preceding the date of application.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.270 AS 08.40.240

12 AAC 39.212. SCOPE OF A MECHANICAL ADMINISTRATOR LICENSE IN THE UNLIMITED COMMERCIAL AND INDUSTRIAL PLUMBING CATEGORY.

(a) The holder of a mechanical administrator license in the unlimited commercial and industrial plumbing category may supervise, in accordance with AS 08.40.400,

(1) all plumbing work described in (b) of this section;

(2) the work defined under the heating, cooling, and process piping category in 12 AAC 39.232(b);

(3) the work defined under the mechanical systems temperature control category in 12 AAC 39.292; and

(4) the work defined under the residential plumbing and hydronic heating category in 12 AAC 39.312(b).

(b) Plumbing work includes the installation, alteration, or retrofitting of

(1) plumbing, fixtures, fixture traps, and domestic water, waste, storm, and vent pipes, including all of their devices, appurtenances, and connections, that extend no more than five feet horizontally outside the building or structure that they serve, and through which domestic water, waste, sewage, oil, drainage, and air are carried;

(2) piping, fixtures, or equipment that is an integral part of a swimming pool, spa, or hot tub filter or heating system, or solar energy system;

(3) fuel oil and gas piping and appliances, and their appurtenances either within the property lines of the building or structure to be served by the fuel oil and gas, or to the point of connection with the utility system; and

(4) lawn sprinkler systems that are connected to a potable water supply, including excavation and backfilling as necessary for proper installation of the system.

(c) In this section "fixtures" includes water closets, lavatories, bathtubs, showers, kitchen sinks, laundry trays, hot water tanks, softeners, urinals, bidets, service sinks, shower pans, drink fountains, water pumps, water conditioners, water coolers, and other similar fixtures used in water systems.

(d) A mechanical administrator licensed in the unlimited commercial and industrial plumbing category may supervise, in accordance with AS 08.40.400, the installation or retrofitting of all pneumatic or electric controls, and may supervise, in accordance with AS 08.40.400, the retrofitting of all control wiring of 48 volts or less, necessary for the operation of plumbing or water conditioning equipment so long as those modifications do not alter the electrical characteristics of the mechanical system or controls. The original installation of control wiring, or the alteration or retrofitting of controls and control wiring that alters the electrical characteristics of the mechanical system, must be supervised by an electrical administrator licensed in the appropriate category under 12 AAC 32.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.400 AS 08.40.240

12 AAC 39.222. QUALIFICATIONS FOR A MECHANICAL ADMINISTRATOR LICENSE IN THE HEATING, COOLING, AND PROCESS PIPING CATEGORY.

An applicant for a mechanical administrator license in the heating, cooling, and process piping category shall furnish proof satisfactory to the department that the applicant has

(1) practical experience as a journeyman in heating, cooling, and process piping work for at least four of the six years immediately before the date of application;

(2) construction management experience in heating, cooling, and process piping work as a field superintendent or similar position for at least four of the six years immediately before the date of application;

(3) a degree in mechanical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman pipefitter or field engineer in heating, cooling, and process piping work for at least one of the three years immediately before the date of application; or

(4) a registration in the state as a professional mechanical engineer plus management experience in the mechanical contracting industry as a field engineer or similar engineering position for at least one of the three years immediately before the date of application.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.270 AS 08.40.240

12 AAC 39.232. SCOPE OF A MECHANICAL ADMINISTRATOR LICENSE IN THE HEATING, COOLING, AND PROCESS PIPING CATEGORY.

(a) The holder of a mechanical administrator license in the heating, cooling, and process piping category may supervise all work described in (b) of this section in accordance with AS 08.40.400.

(b) Heating, cooling, and process piping work includes the installation, alteration, or retrofitting of

(1) hydronic heating, cooling, and process piping systems, including steam and hot water systems of any temperature-pressure range, chilled water systems, condensing water systems, pressure vessels, heat exchangers, boilers, refrigeration water chillers, cooling towers, fuel oil tanks and piping, and fuel gas piping; and

(2) steam and hot water boilers, including chimney connections, flues, refractories, burners, fittings, valves, thermal insulation, controls, accessories, and incidental piping.

(c) A mechanical administrator licensed in the heating, cooling, and process piping category may supervise, in accordance with AS 08.40.400, the installation or retrofitting of all pneumatic or electric controls and the retrofitting of all control wiring of 48 volts or less necessary for the operation of heating, cooling, and process piping equipment and systems so long as those modifications do not alter the electrical characteristics of the mechanical system or controls. The original installation of control wiring, or the alteration or retrofitting of controls and control wiring that alters the electrical characteristics of the mechanical system, must be supervised by an electrical administrator licensed in the appropriate category under 12 AAC 32.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.400 AS 08.40.240

12 AAC 39.242. QUALIFICATIONS FOR A MECHANICAL ADMINISTRATOR LICENSE IN THE UNLIMITED HVAC/SHEET METAL CATEGORY.

An applicant for a mechanical administrator license in the unlimited HVAC/sheet metal category shall furnish proof satisfactory to the department that the applicant has

(1) practical experience as a journeyman in HVAC and sheet metal work for at least four of the six years immediately preceding the date of the application;

(2) management experience in HVAC and sheet metal work as a field superintendent or similar position for at least four of the six years immediately preceding the date of application;

(3) a combination of experience as a journeyman in HVAC and sheet metal work and management experience in HVAC and sheet metal work as a field superintendent or similar position for at least four of the six years immediately preceding the date of application;

(4) a degree in mechanical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman or field engineer in HVAC and sheet metal work for at least one of the three years immediately preceding the date of application; or

(5) a registration in the state as a professional mechanical engineer plus management experience in the mechanical contracting industry as a field engineer or similar engineering position for at least one of the three years immediately preceding the date of application.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.270 AS 08.40.240

12 AAC 39.252. SCOPE OF A MECHANICAL ADMINISTRATOR LICENSE IN THE UNLIMITED HVAC/SHEET METAL CATEGORY.

(a) The holder of a mechanical administrator license in the unlimited HVAC/sheet metal category may supervise, in accordance with AS 08.40.400,

(1) all HVAC/sheet metal work described in (b) of this section;

(2) the work defined under the heating, cooling, and process piping category in 12 AAC 39.232(b) that is integral to work on an HVAC system;

(3) the work defined under the mechanical systems temperature control category in 12 AAC 39.292 that is integral to work on an HVAC system; and

(4) the work defined under the residential HVAC category in 12 AAC 39.332(b).

(b) HVAC/sheet metal work includes the installation, alteration, or retrofitting of the following as they apply to HVAC systems only:

(1) all components of the air handling and refrigeration cycle, including fans, coils, evaporative cooling units, self-contained packaged air conditioning and heating units, air handling units, condensing units, furnaces, flues, chimneys, duct work, cooled mechanical air handling and ventilation applications, and related accessories;

(2) fuel oil tanks and piping and fuel gas piping.

(c) A mechanical administrator licensed in the unlimited HVAC/sheet metal category may supervise, in accordance with AS 08.40.400, the installation or retrofitting of all pneumatic or electric controls and the retrofitting of all control wiring of 48 volts or less necessary for the operation of HVAC equipment or systems so long as those modifications do not alter the electrical characteristics of the mechanical system or controls. The original installation of control wiring, or the alteration or retrofitting of controls and control wiring that alters the electrical characteristics of the mechanical system, must be supervised by an electrical administrator licensed in the appropriate category under 12 AAC 32.

(d) A mechanical administrator licensed in the unlimited HVAC/sheet metal category is not authorized to install or supervise the installation of piping other than fuel oil and fuel gas piping, refrigerant piping, chilled water piping, and condensing water piping that is integral to work on an HVAC system.

(e) Only sheet metal work directly related to heating, ventilation, and air conditioning systems, and any work covered by the Uniform Mechanical Code, is required to be supervised by a mechanical administrator licensed in the HVAC/sheet metal category defined in this section.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.400 AS 08.40.240

12 AAC 39.262. QUALIFICATIONS FOR A MECHANICAL ADMINISTRATOR LICENSE IN THE UNLIMITED REFRIGERATION CATEGORY.

An applicant for a mechanical administrator license in the unlimited refrigeration category shall furnish proof satisfactory to the department that the applicant

(1) has practical experience as a journeyman in refrigeration for at least two of the four years immediately before the date of application; or

(2) is a graduate of a college, university, or trade school in refrigeration that is accredited regionally or nationally or approved by the Alaska Commission on Postsecondary Education.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.270 AS 08.40.240

12 AAC 39.272. SCOPE OF A MECHANICAL ADMINISTRATOR LICENSE IN THE UNLIMITED REFRIGERATION CATEGORY.

(a) The holder of a mechanical administrator license in the unlimited refrigeration category may supervise, in accordance with AS 08.40.400, the installation, alteration, or retrofitting of refrigeration and air conditioning equipment and systems, unlimited as to thermal capacity or type of refrigerant, including the installation of domestic water piping from an existing valved connection to the system, tower and condensing water piping, and chilled water piping. Work under this category is limited to the refrigerant cycle, controls, and related appurtenances.

(b) A mechanical administrator licensed in the unlimited refrigeration category may supervise, in accordance with AS 08.40.400, the installation or retrofitting of all pneumatic or electric controls and the retrofitting of all control wiring of 48 volts or less necessary for the operation of refrigeration systems so long as those modifications do not alter the electrical characteristics of the mechanical system or controls. The original installation of control wiring, or the alteration or retrofitting of controls and control wiring that alters the electrical characteristics of the mechanical system, must be supervised by an electrical administrator licensed in the appropriate category under 12 AAC 32.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.400 AS 08.40.240

12 AAC 39.282. QUALIFICATIONS FOR A MECHANICAL ADMINISTRATOR LICENSE IN THE MECHANICAL SYSTEMS TEMPERATURE CONTROL CATEGORY.

An applicant for a mechanical administrator license in the mechanical systems temperature control category shall furnish proof satisfactory to the department that the applicant has

(1) practical experience as a journeyman in mechanical systems temperature control work for at least two of the four years immediately before the date of application;

(2) management experience in mechanical systems temperature control work as a field superintendent or similar position for at least four of the six years immediately preceding the date of the application; or

(3) a degree in mechanical engineering from a regionally or nationally accredited college or university, or is a graduate of a college, university, or trade school in mechanical systems temperature control that is regionally or nationally accredited or approved by the Alaska Commission on Postsecondary Education.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.270 AS 08.40.240

12 AAC 39.292. SCOPE OF A MECHANICAL ADMINISTRATOR LICENSE IN THE MECHANICAL SYSTEMS TEMPERATURE CONTROL CATEGORY.

The holder of a mechanical administrator license in the mechanical systems temperature control category may supervise, in accordance with AS 08.40.400, the installation or retrofitting of all pneumatic or electric controls and the retrofitting of all control wiring of 48 volts or less necessary for all mechanical systems described in this chapter so long as those modifications do not alter the electrical characteristics of the mechanical system. The original installation of control wiring, or the alteration or retrofitting of controls and control wiring that alters the electrical characteristics of the mechanical system, must be supervised by an electrical

administrator licensed in the appropriate category under 12 AAC 32.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.400 AS 08.40.240

12 AAC 39.302. QUALIFICATIONS FOR A MECHANICAL ADMINISTRATOR LICENSE IN THE RESIDENTIAL PLUMBING AND HYDRONIC HEATING CATEGORY.

An applicant for a mechanical administrator license in the residential plumbing and hydronic heating category shall furnish proof satisfactory to the department that the applicant has practical experience as a journeyman in residential plumbing and hydronic heating work for at least two of the four years immediately preceding the date of the application.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.270 AS 08.40.240

12 AAC 39.312. SCOPE OF A MECHANICAL ADMINISTRATOR LICENSE IN THE RESIDENTIAL PLUMBING AND HYDRONIC HEATING CATEGORY.

(a) The holder of a mechanical administrator license in the residential plumbing and hydronic heating category may supervise, in accordance with AS 08.40.400, all work described in (b) of this section for a single-family dwelling, or a duplex dwelling not exceeding three stories.

(b) Residential plumbing and hydronic heating work includes the installation, alteration, or retrofitting of

(1) plumbing, fixtures, and water conditioners for a single-family dwelling or a duplex dwelling not exceeding three stories;

(2) hot water heating systems not exceeding 50 P.S.I. working pressure for a single family dwelling, or a duplex dwelling not exceeding three stories;

(3) existing plumbing systems, including fixtures, softener installation, and accessories;

(4) fuel gas piping downstream of the gas meter, or fuel tank and fuel oil piping for a single-family dwelling, or a duplex dwelling not exceeding three stories; and

(5) lawn sprinkler systems that are connected to a potable water supply, including excavation and backfilling as necessary for proper installation of the system.

(c) A mechanical administrator licensed in the residential plumbing and hydronic heating category may supervise, in accordance with AS 08.40.400, the installation or retrofitting of all plug-in type electrical control panels and apparatus and the retrofitting of all control wiring of 48 volts or less, in a residential single-family dwelling or a duplex dwelling not exceeding three stories so long as those modifications do not alter the electrical characteristics of the mechanical system or controls. The original installation of control wiring, or the alteration or retrofitting of controls and control wiring that alters the electrical characteristics of the mechanical system, must be supervised by an electrical administrator licensed in the appropriate category under 12 AAC 32.

(d) Nothing in this section prohibits a mechanical administrator licensed in the unlimited commercial and industrial plumbing category, as described in 12 AAC 39.212, or in the heating, cooling, and process piping category, as described in 12 AAC 39.232, from performing or supervising mechanical work on a residential dwelling.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.400 AS 08.40.240

12 AAC 39.322. QUALIFICATIONS FOR A MECHANICAL ADMINISTRATOR LICENSE IN THE RESIDENTIAL HVAC CATEGORY.

An applicant for a mechanical administrator license in the residential HVAC category shall furnish proof satisfactory to the department that the applicant has practical experience as a journeyman in residential HVAC work for at least two of the four years immediately preceding the date of the application.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.270 AS 08.40.240

12 AAC 39.332. SCOPE OF A MECHANICAL ADMINISTRATOR LICENSE IN THE RESIDENTIAL HVAC CATEGORY.

(a) The holder of a mechanical administrator license in the residential HVAC category may supervise all work described in (b) of this section in accordance with AS 08.40.400.

(b) Residential HVAC work includes the installation, alteration, or retrofitting of

(1) fuel gas piping downstream of the gas meter, or fuel tank and fuel oil piping that is integral to work on an HVAC system for a single-family dwelling or a duplex dwelling not exceeding three stories; and

(2) warm air heating systems not exceeding 240,000 B.T.U./hour input.

(c) A mechanical administrator licensed in the residential HVAC category may supervise, in accordance with AS 08.40.400, the installation or retrofitting of all plug-in type electrical control panels and apparatus, and may supervise the retrofitting of all control wiring of 48 volts or less, in a residential single-family dwelling or a duplex dwelling not exceeding three stories so long as those modifications do not alter the electrical characteristics of the mechanical system or controls. The original installation of control wiring, or the alteration or retrofitting of controls and control wiring that alters the electrical characteristics of the mechanical system, must be supervised by an electrical administrator licensed in the appropriate category under 12 AAC 32.

(d) Nothing in this section prohibits a mechanical administrator licensed in the unlimited HVAC/sheet metal category, as described in 12 AAC 39.252, from performing or supervising mechanical work on a residential dwelling.

Authority: AS 08.40.230 AS 08.40.260 AS 08.40.400 AS 08.40.24008-4903

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

Professional Licensing
PO Box 110806, Juneau, AK 99811
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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. *Make copies as necessary.*			

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:**	

THE STATE of ALASKA

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

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