



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**
State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2540 ★ Fax: (907) 465-2974
E-mail: license@alaska.gov
Website: www.commerce.alaska.gov/occ/pael.cfm

For Division Use Only



**BIENNIAL REGISTRATION RENEWAL 2012-2013
FOR ARCHITECTS, ENGINEERS, LAND SURVEYORS AND LANDSCAPE ARCHITECTS**

Your registration to practice as an architect, engineer, land surveyor or landscape architect in the State of Alaska expires on December 31, 2011. By law, it is illegal for you to practice or offer to practice if your registration has lapsed. To renew your registration for the period January 1, 2012 through December 31, 2013 return this **signed** application to the above address with a **check or money order payable to the State of Alaska, or use the attached credit card payment form.** Incomplete applications or insufficient fees will result in the renewal being rejected.

YOU MAY ALSO RENEW ON-LINE AT OUR WEBSITE @ www.commerce.alaska.gov/occ/pael.cfm
ON-LINE RENEWAL WILL NOT BE AVAILABLE AFTER JANUARY 31, 2012.

- RENEWAL DUE DATE** Submit renewal application on or before December 1, 2011 to ensure renewal processing prior to December 31, 2011. Renewal applications received by mail will be renewed effective as of the post mark on the envelope. **There is no grace period**, so all registrations not renewed by December 31, 2011 will lapse.
- EXPIRED REGISTRATION** If you choose not to renew your registration before it lapses, you may renew the registration at a later date only after satisfying the requirements of AS 08.48.231, 12 AAC 36.165 and 12 AAC 36.500 – .550. Registrations that have lapsed more than five years are expired and cannot be renewed; an Application for Reinstatement is required (available on website).
- RETIRED REGISTRATION** Upon retiring from practice and payment of the required fee, a registrant in good standing may apply for a "retired" status registration. A registrant may not practice architecture, engineering, land surveying or landscape architecture on a retired registration. Before you place your registration in retired status, please review 12 AAC 36.115 regarding reactivation requirements (available on website).
- PAYMENT OF CHILD SUPPORT AND STUDENT LOANS** If the Alaska Commission on Postsecondary Education has determined you are in loan default, or if the Alaska Child Support Services Division has determined you are in arrears on child support, you will be issued a nonrenewable, temporary license valid for 150 days and your fee will not be refunded. Contact Postsecondary Education at 1-888-441-2961, in Juneau at (907) 465-2961, or Child Support Services at (907) 269-6949 to resolve payment issues.
- BUSINESS LICENSES** Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550. On-line renewal is now available. Internet address: http://commerce.alaska.gov/occ/home_bus_licensing.html

CHECK APPROPRIATE STATUS BOX

- PRORATED ACTIVE REGISTRATION (License # 12822 or higher) \$62.50**
- ACTIVE REGISTRATION (License #1 – 12821) \$125.00**
- RETIRED REGISTRATION \$50.00**
- Architect** **Engineer** **Land Surveyor** **Landscape Architect**

Title (Optional): Mr. Ms. Mrs.

Name: _____
Last First Middle

Daytime Telephone Number: _____ Registration Number: _____

Social Security Number: _____ Date of Birth: _____
(If you do not have a United States Social Security Number see page 2.)

Mailing Address (if new): _____
Street or P.O. Box City State ZIP Code

E-mail Address (optional): _____

PROFESSIONAL FITNESS QUESTIONS:

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

Since the date of your last renewal application for registration as an architect, engineer or landscape architect:

YES NO

- 1. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, 'crime' includes a misdemeanor, felony, or a military offense, including driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. 'Convicted' includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.....
- 2. 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 including that of any military authorities or is any such action pending?.....

If you answered "Yes" to any of the above questions, please explain dates and circumstances on a separate piece of paper, and send any supporting documents that are applicable (court records, etc.).

CONTINUING EDUCATION REQUIREMENTS

Do not send documentation of continuing education unless requested to do so in writing from the AELS Board. Read carefully and check the appropriate box:

- I have completed, during the licensing period January 1, 2010 through December 31, 2011, at least 24 professional development hours (PDH) in health, safety and welfare. (#s 1 – 12454) I have earned an additional _____ PDH and wish to apply these to the next biennial period. (Per 12 AAC 36.510(e) a registrant may carry forward 12 PDH.)
- I am not subject to continuing education requirements for this renewal only because my original registration was issued on or after January 1, 2010. (#s 12455 and higher)
- I am exempt from the continuing education requirements because I have been on active duty in the armed forces of the United States exceeding 120 consecutive days within a 12-month period during this renewal period. (Must provide documentation.)
- I am exempt from the continuing education requirements for this renewal period because my registration is being renewed in Retired Status.
- I am requesting an exemption from the continuing education requirements for this renewal period for reasons stated on an attached sheet of paper. (12 AAC 36.530 – the board, in its discretion, may grant an exemption for someone experiencing a physical disability, serious illness, family emergency or other extenuating circumstance.)
- I am registered in another state and have met that state's continuing education requirement of at least 24 professional development hours (PDH) in health, safety and welfare during the licensing period of January 1, 2010 through December 31, 2011.

WARNING: The Board of Registration for Architects, Engineers and Land Surveyors may deny, suspend, or revoke the registration of a person who has obtained or attempted to obtain a registration to practice architecture, engineering, or landscape architecture by fraud or deceit. The person may also be subject to criminal charges for perjury or unsworn falsification. (AS 11.56.210 and AS 11.56.230)

Please be aware that all information on this renewal form will be available to the public unless required to be kept confidential by state or federal law.

I certify under penalty of unsworn falsification that the information in this application is true and correct.

SIGN HERE 

Signature

Printed Name

Date

GENERAL INFORMATION

The AELS Board publishes a quarterly meeting summary. The meeting summary may be viewed at the following Internet site: <http://www.commerce.alaska.gov/occ/pael.cfm>. (Click on Board Meeting Summaries). If you do not have access to the Internet, your local library may be able to assist you with access. If you would like a hard copy mailed to you, contact the Division and the most recent AELS meeting summary will be mailed to you at no cost. In addition to other helpful information, this Internet site contains licensing applications/requirements, regulation proposals, and staff contact information.

SEALING. 12 AAC 36.185(d). "The registrant shall include the date each time the registrant signs and seals a document by inserting the date within the seal or within 2 inches of the seal." The board has defined "close proximity" as two inches.

NAME CHANGE. If you have had a legal name change since your last registration was issued, enclose a copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.

EXCEPTION FROM SOCIAL SECURITY NUMBER REQUIREMENT. If you do not have a United States Social Security Number or you are a foreign citizen unable to obtain a United States Social Security Number, please contact the division for a Exception to Social Security Number Requirement form (DCCED Form 08-4372) or obtain the form at <http://www.commerce.alaska.gov/occ/>.

NOTIFICATION OF PROPOSED REGULATION CHANGES

If you would like to receive notice of all proposed architect, engineer, land surveyor, and landscape architect regulation changes, please send a written request to add your name to the Board of Architects, Engineers, and Land Surveyors Interested Parties List to:

**REGULATIONS SPECIALIST
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806**



State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 PO Box 110806, Juneau, Alaska 99811-0806
 Phone: (907) 465-2550
 Fax: (907) 465-2974

OFFICE USE ONLY

CREDIT CARD PAYMENT

For security purposes, please **do not email** credit card information. Fax or mail this form to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: _____
Corporate or Individual (first, middle, last)

License Number (if applicable): _____

Type of License: _____

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"/> Fine	_____
<input type="checkbox"/> Other (specify): _____	_____
Total:	_____

Print Name on Credit Card: _____

Complete Mailing Address: _____

Telephone Number: _____

Email Address (optional): _____

Credit Card Type (check one): VISA MASTERCARD

Signature of Credit Card Holder: _____

Card Number: _____ **Expiration Date:** _____

The bottom section of this form will be destroyed upon processing of the payment.