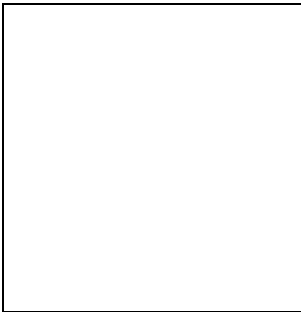




Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business & Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806
333 Willoughby Avenue, 9th Floor, Juneau, AK 99801
Website: www.commerce.alaska.gov/occ/pcon.htm



BIENNIAL RESIDENTIAL
ENDORSEMENT RENEWAL
January 1, 2009 – December 31, 2010

IT IS TIME TO RENEW YOUR RESIDENTIAL CONTRACTOR ENDORSEMENT!

Your Residential Contractor Endorsement in the State of Alaska expires on December 31, 2008. It is illegal for you to practice if your endorsement has expired. To renew your endorsement for the period from January 1, 2009 through December 31, 2010, complete this renewal application and mail 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 renewal applications will cause delays in processing. Residential Endorsement licenses cannot be renewed online.

Form with fields for Residential Endorsement Number, Name (Last, First, Middle), Social Security Number, Date of Birth, Mailing Address (Street or P.O. Box, City, State, ZIP Code), Daytime Telephone Number, and E-mail Address.

CONTINUING COMPETENCY

Your license will not be renewed unless you have met the continued competency requirements in regulation Article 4 of 12 AAC 21.650 – 12 AAC 21.690 (see enclosed regulations). Continuing education credits earned to reinstate or renew an expired license may not be used to satisfy the continuing education requirements for a future renewal or reinstatement.

Residential Endorsement #1 through #1987 – require 16 continuing education credits.

Residential Endorsement #1988 through #2220 – require 8 continuing education credits.

Residential Endorsement #2221 and above (initial license issued for less than a 12 months within the concluding licensing period) – no continuing education credits required.

PLEASE NOTE: Only one energy-rated home per renewal period will be awarded to qualify for continuing education credits:

- 4-Star Plus Home = 4 Contact Hours
5-Star Home= 6 Contact Hours
5-Star Plus Home= 8 Contact Hours

RENEWAL FEES
\$200.00 - for Residential Endorsement numbers 1 to 2220.
\$100.00 - for Residential Endorsement numbers 2221 or higher (prorated fee for initial licenses issued for less than 12 months within the concluding period).

ASSIGNMENT OF RESIDENTIAL ENDORSEMENT

List the general contractor's business name and license number that your endorsement will be assigned to. Please note that your endorsement will be renewed only if the general contractor's license you want to be assigned to is current. **If you are the General Contractor it is best that you submit the residential endorsement and your general contractor license renewal applications together at the same time.** If you do not indicate a general contractor's name or the general contractor's license is not renewed, your endorsement will be renewed as 'unassigned'.

1) _____ Contractor's license number
Company Name of General Contractor

2) _____ Contractor's license number
Company Name of General Contractor

Check this box if you are not working with a general contractor and wish to renew the license 'Unassigned'.

PROFESSIONAL FITNESS

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

- | | YES | NO |
|---|-----|----|
| Since the date of your last application for a Residential Endorsement: | | |
| 1. Have you been convicted of any criminal offense other than a minor traffic violation? | | |
| 2. Have you experienced or been treated for bipolar disorder, schizophrenia, paranoia, a psychotic disorder, substance abuse, or any other mental or emotional illness which may impair or interfere with your ability to practice as a residential endorsement holder? | | |
| 3. Have you been addicted to or excessively or illegally used alcohol or a controlled substance? | | |
| 4. Have you experienced a physical disability which may impair or interfere with your ability to practice as a residential endorsement holder? | | |

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.).

AFFIDAVIT OF COMPLIANCE WITH CONTINUING COMPETENCY REQUIREMENTS

Do you certify that you have complied with the continued competency requirements in 12 AAC 21.650 during the licensing period January 1, 2007 through December 31, 2008? YES NO

WARNING: The department may deny, suspend, or revoke the endorsement of a person who has obtained or attempted to obtain an endorsement to practice as a Residential Endorsement holder by fraud or deceit. The person may also be subject to criminal charges for unsworn falsification. (AS 11.56.210)

RANDOM AUDIT: The division will audit a percentage of the endorsement renewals. If your endorsement is randomly selected for audit, you will be notified in writing and will be required to submit certified true copies of documentation and proof that you satisfied the continued competency requirements as you stated on this renewal form. **Save your documents for at least three years** so you can respond to audits.

I certify that the information in this application is true and correct.

SIGN HERE →

Applicant's Signature

Print Name

Date: _____

PLEASE MAKE A COPY OF YOUR RENEWAL FOR YOUR FILES AND KEEP THE FOLLOWING INFORMATION:

CHECKLIST

- Did you sign your renewal?
- Did you attach the general contractor renewal with this renewal (if applicable)?
- Did you enclose payment?
- Did you make a copy of your renewal for your files?

- NAME CHANGE** If you have had a legal name change since the last endorsement was issued, enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.
- EXPIRED LICENSES** There is no "inactive" endorsement status. If you choose not to renew your endorsement before it expires, you may renew the endorsement at a later date only after satisfying the requirement of AS 08.18.025 and Article 4 of 12 AAC 21, which may include retesting. You may also be asked to submit copies of certificate for credits earned during the renewal period.
- SOCIAL SECURITY NUMBERS** In accordance with AS 08.01.100, the department is not authorized to renew a license, unless the applicant's social security number has been provided to the department. If you do not have a social security number, contact the division for a waiver application. If you previously qualified for a waiver to this requirement, you must still requalify to renew.
- 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 Enforcement Division has determined you are in arrears on child support, you will be issued a nonrenewable temporary license valid for 150 days. Contact Postsecondary Education at 1-800-441-2962 or (907) 465-2962 or Child Support Services at (907) 269-6657 if your last name begins with A –M; Contact (907) 269-6845 if your last name begins with N – Z, or 1-800-478-3300 to resolve payment issues.
- PUBLIC INFORMATION** 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. **Information about current licenses, including mailing addresses, are available on the division's website at www.commerce.state.ak.us/occ under "professional license search."**
- BUSINESS LICENSE** Renewal applications for business licenses will be mailed separately. For more information about business licenses, call (907) 465-2550 or use Internet address: <http://www.businesslicense.alaska.gov>

If your Last Name begins with A – E contact: (907) 465-8443
If your Last Name begins with F – N contact: (907) 465-8444
If your Last Name begins with O – Z contact: (907) 465-5372

Website : www.commerce.alaska.gov/occ/pcon.htm

Renewal applications are processed in date order of receipt. Processing time takes 4 to 6 weeks for complete applications.

TO CHECK THE STATUS OF YOUR LICENSE YOU MAY ACCESS THE PROFESSIONAL LICENSING SEARCH PROGRAM AT: WWW.COMMERCE.ALASKA.GOV/OCC/SEARCH3.HTM

NOTIFICATION OF PROPOSED REGULATION CHANGES

If you would like to receive notice of all proposed Contractor regulation changes, please send a written request adding your name to the Contractor Interested Parties List to:

REGULATIONS SPECIALIST

**Department of Commerce, Community, and Economic Development
Division of Corporations, Business & Professional Licensing
P.O. Box 110806
Juneau, Alaska 99801-0806**

CONTINUING COMPETENCY REGULATIONS

12 AAC 21.650. RESIDENTIAL CONTRACTOR CONTINUING COMPETENCY REQUIREMENTS.

(a) Except as provided in (b) of this section, an applicant for renewal of a residential contractor endorsement shall document having completed 16 contact hours of acceptable continuing competency activities.

(b) An applicant for renewal of a residential contractor endorsement for the first time shall document having completed eight contact hours of acceptable continuing competency activities for each complete calendar year the applicant held an endorsement during the concluding licensing period. If an applicant under this subsection held an endorsement for less than one complete calendar year during the concluding licensing period, the applicant is not required to complete any contact hours of continuing competency activities.

(c) If a residential endorsement holder completes more than the required number of contact hours of approved continuing competency activities during a licensing period, the holder may carry forward to the next licensing period no more than five of the surplus contact hours that were completed during the last 12 months of a licensing period. However, the holder may **not** carry forward any surplus contact hours to the next licensing period if the next licensing period begins on or after January 1, 2003.

(d) Except as provided in (c) of this section, an applicant for renewal of a residential contractor endorsement shall document that the applicant completed the number of contact hours of acceptable continuing competency activities claimed during the concluding licensing period. However, the holder may **not** carry forward any surplus contact hours to the next licensing period if the next licensing period begins on or after January 1, 2003.

(e) Repealed 10/15/2000.

(f) The department will not accept more than a total of eight contact hours per licensing period for continuing competency activities in business related topics. Business related topics include

- (1) building and property management;
- (2) finance and housing programs;
- (3) labor, safety, and health issues;
- (4) land development and environmental regulations;
- (5) marketing and customer service;
- (6) organization and business management;
- (7) trends and forecasting housing markets;
- (8) cardiopulmonary resuscitation (CPR), not to exceed two contact hours per licensing period; and
- (9) first aid, not to exceed two contact hours per licensing period.

(g) The department will accept up to 16 contact hours per licensing period for continuing competency activities in technical topics. Technical topics include

- (1) architecture and interior design;
- (2) construction codes;
- (3) materials and energy issues;
- (4) remodeling issues; and
- (5) construction techniques.

(h) The provisions of (f) and (g) of this section apply to endorsements being renewed for a licensing period beginning January 1, 2003 or later.

12 AAC 21.660. ACCEPTABLE CONTINUING COMPETENCY ACTIVITIES. (a) To be approved by the department, a continuing competency activity must contribute directly to the professional competency of a residential contractor and must be directly related to the skills and knowledge required for a person to work as a residential contractor.

(b) A continuing competency activity approved by one of the following organizations is approved by the department, without additional action, if the organization submits the information required by (c)(2) of this section and verification that the activity meets the requirements of (a) of this section:

- (1) the Department of Labor and Workforce Development, the Department of Public Safety, or another state agency that offers an activity meeting the requirements of (a) of this section;
- (2) the Alaska Housing Finance Corporation (AHFC);
- (3) the University of Alaska;
- (4) the Alaska State Homebuilders Association;
- (5) the Alaska Professional Design Council;
- (6) the Alaska Building Science Network;
- (7) the Alaska Craftsman Home Program, Inc.;
- (8) the Associated General Contractors of Alaska.

(c) The department will approve, by means of a written determination, a continuing competency activity if the activity's sponsor or the residential endorsement holder

- (1) demonstrates to the department's satisfaction that the activity meets the requirements of (a) of this section; and
- (2) submits the following for approval on a form provided by the department:

- (A) a description of the content of the activity;
- (B) documentation of successful completion if the activity has already occurred;
- (C) a copy of the certification that will be provided to successful participants if the activity has not yet occurred;
- (D) each known date and location of the activity;
- (E) the number of contact hours requested to be awarded for successful completion of the activity;
- (F) the name, address, and telephone number of the sponsor;
- (G) a statement explaining how the activity meets the requirements of (a) of this section.

(d) An approval under (c) of this section expires two years after the date of department approval or on the date that the department determines that the continuing competency activity no longer meets the requirements of this section, whichever is sooner.

(e) Any proposed modification to the content of a continuing competency activity must be submitted in writing to the department for approval before the modification is implemented

12 AAC 21.663. TYPES OF CONTINUING COMPETENCY ACTIVITIES. For purposes of renewing an endorsement a "continuing competency activity" includes the following, if it meets the requirements of 12 AAC 21.660(a) and is approved under 12 AAC 21.660(b) or (c):

- (1) a course, seminar, workshop, or correspondence course;
- (2) completion of an energy rated home or remodel in accordance with 12 AAC 21.665(b);
- (3) a trade conference or product seminar for a licensing period that begins before January 1, 2003;
- (4) first-time preparation and presentation of a residential construction course, seminar, or workshop;
- (5) verification of passing the examination under AS 08.18.025(b)(2) during the concluding licensing period.

12 AAC 21.665. CONTACT HOURS. (a) For successful completion of an approved continuing competency activity, the department will award the following contact hours:

- (1) one contact hour for each consecutive 50-minute block of classroom instruction;
- (2) 15 contact hours for one academic semester credit;
- (3) ten contact hours for one academic quarter credit;
- (4) for a correspondence course, the number of contact hours

(A) recommended by the organization submitting the information required by 12 AAC 21.660(c)(2) if the course is approved under 12 AAC 21.660(b); or

(B) approved by the department if the course is approved under 12 AAC 21.660(c);

(5) 16 contact hours for successfully passing the examination under AS 08.18.025(b)(2);

(6) notwithstanding (1)-(4) of this subsection, no more than two contact hours for successful completion of a first aid or cardiopulmonary resuscitation (CPR) class for a licensing period that begins after January 1, 2003.

(b) The department will award a residential endorsement holder contact hours for completion of

(1) one new home per licensing period for a licensing period that begins before January 1, 2003, if the home is assigned an energy rating of "four-star" or higher by an energy rater certificated under and using the Energy Rated Homes of Alaska program established under 15 AAC 155.510 – 15 AAC 155.560; the department will award contact hours under this paragraph as follows:

(A) for a "four-star" home, four contact hours;

(B) for a "four-star plus" home, eight contact hours;

(C) for a "five-star" home, ten contact hours;

(D) for a "five-star plus" home, twelve contact hours;

(2) one new home per licensing period for a licensing period that begins after January 1, 2003, if the home is assigned an energy rating of "four-star plus" or higher by an energy rater certificated under and using the Energy Rated Homes of Alaska program established under 15 AAC 155.510 – 15 AAC 155.560; the department will award contact hours under this paragraph as follows:

(A) for a "four-star plus" home, four contact hours;

(B) for a "five-star" home, six contact hours;

(C) for a "five-star plus" home, eight contact hours; or

(3) one remodel of an existing home per licensing period, if the remodel increases, by at least a half star, the energy rating assigned to the home by an energy rater certificated under and using the Energy Rated Homes of Alaska program established under 15 AAC 155.510 – 15 AAC 155.560; the department will award one contact hour for each half-star rating increase obtained on a remodel.

(c) For the first time preparation and presentation of a residential construction course, seminar, or workshop, as described in 12 AAC 21.663(4) and approved under 12 AAC 21.660(b) or (c), the department will award one and one-half times the contact hours approved for students in the course, up to a maximum of 16 contact hours.

(d) The department will not award contact hours to a licensee for the same activity more than once during a licensing period.

(e) Contact hours used to satisfy the reinstatement requirements of AS 08.18.025(c) when an endorsement has lapsed may not be submitted again to satisfy the requirements for a future renewal.

12 AAC 21.670. AUDIT OF CONTINUING COMPETENCY REQUIREMENTS. (a) After each renewal period the department will, in its discretion, audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 21.650 - 12 AAC 21.670.

(b) A residential contractor selected for audit shall, within 30 days after the date of notification, submit documentation to the department to verify completion of the contact hours required in 12 AAC 21.650. The documentation must include a certificate or similar verification of satisfactory completion of the continuing competency activity that includes

- (1) the name of the participant;
- (2) the number of contact hours awarded;
- (3) a description of the continuing competency activity;
- (4) the dates of participation;
- (5) the name and signature of the instructor, sponsor, or other verifier.

(c) An applicant for renewal of a residential contractor endorsement is responsible for maintaining adequate and detailed records of all contact hours of acceptable continuing competency activities claimed and shall make the records available to the department upon request under (b) of this section. Records must be retained for four years after the date the contact hours were earned.

12 AAC 21.680. RESIDENTIAL CONTRACTOR EXAMINATION. (a) To be scheduled for the residential contractor examination offered by the department, an applicant must submit, at least 45 days before the date of examination,

- (1) a completed application on a form provided by the department; and
- (2) the application and examination fees established in 12 AAC 02.180.

(b) To obtain a residential contractor endorsement an applicant must, no more than six months after passing the residential contractor examination, and no more than two years after satisfactory completion of the course required under AS 08.18.025(b)(4), complete the application process by submitting

- (1) the residential contractor endorsement fee established in 12 AAC 02.180;
- (2) proof that the applicant passed the residential contractor examination;
- (3) the name of the general contractor to whom the endorsement will be assigned; and
- (4) verification of completion of the course under AS 08.18.025(b)(4).

12 AAC 21.690. ASSIGNMENT OF RESIDENTIAL ENDORSEMENT. (a) A residential endorsement holder under (b) of this section shall serve in a position in which the residential endorsement holder ensures competent construction of residential construction projects of the type described in AS 08.18.025(a) for the general contractor to which the residential endorsement holder is assigned.

(b) If a general contractor is registered with the department as a

- (1) sole proprietorship, the residential endorsement holder must be the sole proprietor;
- (2) partnership, the residential endorsement holder must be one of the partners; or
- (3) corporation, the residential endorsement holder must be an employee of the corporation, a member of the corporation's board of directors, or an officer of the corporation.

(c) The department will reissue a residential endorsement as unassigned if the residential endorsement holder is

- (1) assigned to a general contractor
 - (A) who fails to renew the general contractor's registration; or
 - (B) whose registration is deactivated;
- (2) not assigned to another registered general contractor; and
- (3) otherwise eligible for the endorsement.

(d) An unassigned residential endorsement holder may assign the endorsement to a registered general contractor by submitting a completed residential endorsement assignment on a form provided by the department.

(e) On or after January 1, 2003, a residential endorsement may be assigned to no more than two general contractors.

Editor's note: The residential endorsement assignment form described in 12 AAC 21.690 may be obtained from the Department of Community and Economic Development, Division of Corporations, Business & Professional Licensing, P.O. Box 110806, Juneau, Alaska 99811-0806 or at www.commerce.alaska.gov/occ/pcon.htm.



State of Alaska
 Department of Commerce, Community, and Economic Development
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 Phone: (907) 465-2550
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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: _____

Signature of Credit Card Holder: _____

Credit Card Type (check one): VISA MASTERCARD

Card Number: _____

Please provide the 3-digit security code number from the back of the card: _____

Expiration Date: _____