



STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
CONTRACTOR LICENSING SECTION
333 WILLOUGHBY AVENUE, 9TH FLOOR, JUNEAU, ALASKA 99801
P.O. BOX 110806, JUNEAU, ALASKA 99811-0806
If your company assignment begins with A-E, contact 907-465-8443
If your company assignment begins with F-N, contact 907-465-8444
If your company assignment begins with O-Z, contact 907-465-5372
WEBSITE: www.commerce.state.ak.us/occ/

MECHANICAL ADMINISTRATOR LICENSE APPLICATION

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.

Please read the application, statutes, regulations, and all instructions carefully. It is your responsibility to be aware of licensing requirements and provide all necessary documentation.

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)

LICENSURE BY EXAMINATION

The following documents must be submitted to this office before an applicant will be considered for licensure by examination:

1. Completed, notarized application.
2. Fees:
 - \$ 50.00 Nonrefundable application fee
 - \$250.00 License fee
3. Complete resume detailing education and experience in the license category for which you are applying.
4. "Certificate in Support of Applicant's Experience and Qualifications" from three persons who are employed in the mechanical industry in any state in the category for which you are applying. Individuals completing the form must have personal knowledge of your work experience and qualifications.
5. Official transcripts from a college, university, or trade school sent directly to the Division of Corporations, Business and Professional Licensing by the school (if using education to qualify).
6. Mechanical Administrator exam results showing successful passage in the category for which you are applying (examination results are valid for one year from the date of the examination).

To register for the examination, contact Prometric (testing agency) at: www.prometric.com or call Prometric Candidate Call Center at 1-800-280-3926. Exam Registration Forms are available from Prometric. The Registration form and exam fee must be received by Prometric on or before the deadline date (30 days before the examination date.) If the Registration form is received after the deadline, the candidate will be scheduled for the next available date at that site.

An applicant may not test for more than two mechanical administrator license categories at any one scheduled exam. Once licensed, additional categories may be added to the existing license by qualifying and submitting the \$50.00 application fee and passing the exam.

LICENSURE BY CREDENTIALS

Please be advised that passing an exam in another state does not necessarily qualify an applicant for an Alaska license. Additionally, all other requirements under statute and regulation must be met. The following documents must be submitted to this office before an applicant will be considered for licensure by credentials:

1. Completed, notarized application.
2. Fees:
 - \$ 50.00 nonrefundable application fee
 - \$250.00 license fee
3. Complete resume detailing education and experience in the license category for which you are applying.
4. "Certificate in Support of Applicant's experience and Qualifications" from three persons who are employed in the mechanical industry in any state in the category for which you are applying. Individuals completing the form must have personal knowledge of your work experience and qualifications.
5. Official transcripts from a college, university, or trade school sent directly to the Division of Corporations, Business and Professional Licensing by the school (if using education to qualify).
6. Verification of a current, active license from another state, sent directly to the division by that state, that identifies any relevant license category.
7. Verification of an examination passed in another state, sent directly to the division by that state. The verification must include the examination content outline. To determine exam equivalency, please review the Alaska Mechanical Administrator Candidate Registration Bulletin at: <http://www.Prometric.com/Alaska/Construction.htm>

ASSIGNMENT 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 and \$5.00.

REFERENCE CHECK

Please be advised that the department may contact the individuals who complete the “Certificates in Support of Applicant’s Experience and Qualifications” to verify the information provided.

GENERAL INFORMATION

APPLICATION VERSION – If you received this application other than directly from the Division or its official website, the application may be outdated or not an official version. To ensure you have the official version, please contact the division.

RENEWAL INFORMATION – All certificates expire on December 31 of odd-numbered years, regardless of when issued, except new certificates issued within 90 days of the expiration date are issued through the next biennium. Refer to 12 AAC 39.400-.460 for continuing education requirements.

ADDRESS CHANGE – The division must be notified in writing of address changes. You may download the “Change of Address” form from the division website at: www.commerce.state.ak.us/occ.

SOCIAL SECURITY NUMBER – Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the “Request for Exception from Social Security Number Requirement” form located on the division’s website at: www.commerce.state.ak.us/occ or contact the division office for the form.

PAYMENT OF CHILD SUPPORT – Alaska Statute 25.27.244 requires the Division of Corporations, Business and Professional Licensing to deny issuance of the professional and occupational licenses of any person reported by the Alaska Child Support Services Division (CSSD) as not in substantial compliance with a child support order. If this office is notified by the CSSD that you are not in substantial compliance with a child support order, you may be issued a nonrenewable, temporary license valid for 150 days. Contact Child Support Enforcement at (907) 269-6657 if your last name begins with A through M; contact (907) 269-6845 if your last name begins with N through Z, or 1-800-478-330.

PUBLIC INFORMATION – Please be aware that all information on this application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division’s website at: www.commerce.state.ak.us/occ under “Professional License Search”.

STATUTES AND REGULATIONS - The complete set of statutes and regulations for this program is available on the division’s website. If you are unable to download the statutes and regulations, please contact the division and request a copy by mail. www.commerce.state.ak.us/occ/pmec.htm

Mechanical Administrator License Categories, Qualifications and Scope.

UNLIMITED COMMERCIAL AND INDUSTRIAL PLUMBING CATEGORY

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 before 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 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 plumber or field engineer 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.

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.

HEATING, COOLING, AND PROCESS PIPING CATEGORY

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.

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.

UNLIMITED HVAC/SHEET METAL CATEGORY

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 before 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 before the date of the application;
- (3) 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 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.

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.

UNLIMITED REFRIGERATION CATEGORY

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

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.

MECHANICAL SYSTEMS TEMPERATURE CONTROL CATEGORY

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.

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.

RESIDENTIAL PLUMBING AND HYDRONIC HEATING CATEGORY

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.

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.

RESIDENTIAL HVAC CATEGORY

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.

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.

12 AAC 39.950. YEAR OF EXPERIENCE DEFINED. In this chapter, a year of experience means that within a 12-consecutive-month period the applicant worked in a required field or position for at least 1,500 hours.



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MECHANICAL ADMINISTRATOR LICENSE APPLICATION

THIS APPLICATION MUST BE COMPLETED IN FULL. If any section does not apply, please write N/A in the space provided. TYPE OR PRINT IN INK ALL INFORMATION. A check or money order must accompany this application.

- Nonrefundable Application Fee: \$ 50.00
 License Fee: \$250.00 Make payable to the State of Alaska

I HEREBY MAKE APPLICATION for licensure as a Mechanical Administrator in the State of Alaska by:

- Examination Credentials Adding license category to Alaska License No. _____
(Submit \$50.00 application fee)

In the category of:

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

Assignment of License:

Name of Construction Contractor company to which license will be assigned (if no assignment at this time, write "Unassigned"):

_____ DBA Name _____ License No. (write "pending" if contractor in process of applying)

Name: _____
Last First Middle

Address: _____
Street or P.O. Box City State Zip Code

Social Security Number: _____ Date of Birth: _____ Gender: _____

Work Telephone: _____ Home Telephone: _____

Do you hold a "Certificate of Fitness" issued by the Alaska Department of Labor? Yes No

Category: _____ Certificate Number: _____

First Issued: _____ Expiration Date: _____

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	From Yr. and Mo.	To Yr. and Mo.

PROFESSIONAL DATA

List the state(s) in which you are or have been certified or licensed as a Mechanical Administrator (or an equivalent license).

State: _____ License No.: _____ Date Issued: _____ Exp. Date: _____
State: _____ License No.: _____ Date Issued: _____ Exp. Date: _____
State: _____ License No.: _____ Date Issued: _____ Exp. Date: _____

Have you ever taken a mechanical administrator examination given by Prometric, Exporior Assessments, National Assessment Institute, or Block & Associates? Yes No

List the state(s) in which you took a mechanical administrator’s examination.

State: _____ Administered by: _____ Exam Date: _____ (Circle one) Pass or Fail
State: _____ Administered by: _____ Exam Date: _____ (Circle one) Pass or Fail
State: _____ Administered by: _____ Exam Date: _____ (Circle one) Pass or Fail

If applying for licensure by credentials, complete the enclosed Verification of Licensure and Examination form and forward to the state where you are currently licensed for the endorsing state’s completion.

If your application by credentials is not approved by the department, do you wish to take the Prometric Examination in order to be licensed in Alaska? Yes No

ALL APPLICANTS MUST COMPLETE THE FOLLOWING

If you answer “yes” to any of the following questions, please explain dates and circumstances on a separate sheet of paper, signed by you, and provide copies of supporting documents that are applicable (court documents, etc.):


- 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 your are applying? Yes No

I HEREBY CERTIFY that the information contained in this application is true and correct to the best of my knowledge. I further certify that all credentials supplied by me are true and correct. I understand that any false or misleading information may result in failure to obtain licensure or subsequent revocation of my license (AS 08.40.320). I understand that information supplied with this application is considered public, unless required to be kept confidential pursuant to state or federal law.

SIGN HERE  _____
Signature of Applicant

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.

SEAL

 _____
Notary Public
for the State of _____
My Commission Expires: _____

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RÉSUMÉ

Describe, in detail, job related experience obtained in the category(ies) 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 39.950).

LIST MOST RECENT EMPLOYMENT FIRST

NAME OF EMPLOYER: _____			
Contractor License Number, if Alaska Contractor: _____			
MAILING ADDRESS: _____			
Street or P.O. Box	City	State	Zip
DATES OF EMPLOYMENT: _____		HOURS WORKED PER WEEK: _____	
FROM (month/year)	TO (month/year)	TOTAL YEARS/MONTHS: _____	
IN WHAT CAPACITY DID YOU WORK:			
<input type="checkbox"/> Journeyman	<input type="checkbox"/> Foreman	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Contractor
<input type="checkbox"/> Other, Please specify: _____			
DESCRIBE JOB DUTIES PERFORMED (RELATED TO CATEGORY FOR WHICH YOU ARE APPLYING):			

NAME OF EMPLOYER: _____			
Contractor License Number, if Alaska Contractor: _____			
MAILING ADDRESS: _____			
Street or P.O. Box	City	State	Zip
DATES OF EMPLOYMENT: _____		HOURS WORKED PER WEEK: _____	
FROM (month/year)	TO (month/year)	TOTAL YEARS/MONTHS: _____	
IN WHAT CAPACITY DID YOU WORK:			
<input type="checkbox"/> Journeyman	<input type="checkbox"/> Foreman	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Contractor
<input type="checkbox"/> Other, Please specify: _____			
DESCRIBE JOB DUTIES PERFORMED (RELATED TO CATEGORY FOR WHICH YOU ARE APPLYING):			

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
CONTRACTOR LICENSING SECTION
333 WILLOUGHBY AVENUE, 9TH FLOOR, JUNEAU, ALASKA 99801
P.O. BOX 110806, JUNEAU, ALASKA 99811-0806
If your company assignment begins with A-E, contact 907-465-8443
If your company assignment begins with F-N, contact 907-465-8444
If your company assignment begins with O-Z, contact 907-465-5372
WEBSITE: www.commerce.state.ak.us/occ/

RÉSUMÉ

Describe, in detail, job related experience obtained in the category(ies) 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 39.950).

LIST MOST RECENT EMPLOYMENT FIRST

NAME OF EMPLOYER: _____			
Contractor License Number, if Alaska Contractor: _____			
MAILING ADDRESS: _____			
Street or P.O. Box	City	State	Zip
DATES OF EMPLOYMENT: _____		HOURS WORKED PER WEEK: _____	
FROM (month/year)	TO (month/year)	TOTAL YEARS/MONTHS: _____	
IN WHAT CAPACITY DID YOU WORK:			
<input type="checkbox"/> Journeyman	<input type="checkbox"/> Foreman	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Contractor
<input type="checkbox"/> Other, Please specify: _____			
DESCRIBE JOB DUTIES PERFORMED (RELATED TO CATEGORY FOR WHICH YOU ARE APPLYING):			

NAME OF EMPLOYER: _____			
Contractor License Number, if Alaska Contractor: _____			
MAILING ADDRESS: _____			
Street or P.O. Box	City	State	Zip
DATES OF EMPLOYMENT: _____		HOURS WORKED PER WEEK: _____	
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<input type="checkbox"/> Other, Please specify: _____			
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DESCRIBE JOB DUTIES PERFORMED (RELATED TO CATEGORY FOR WHICH YOU ARE APPLYING):			

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MEC

CERTIFICATE IN SUPPORT OF APPLICANT'S EXPERIENCE AND QUALIFICATIONS

This form is to be completed by an individual who has direct personal knowledge of the applicant's work experience and is employed in the mechanical industry in any state.

This form must be returned directly to the department by the individual verifying the qualifications of the applicant.

On behalf of, _____,
(Name of Applicant – please print)

I, _____,
(Name of Individual Verifying Experience – please print)

attest that I have direct personal knowledge of the applicant's work experience and that I believe the applicant is qualified to be a mechanical administrator in the category(ies) reflected below:

HEATING, COOLING, AND PROCESS PIPING (HCPP) - 12 AAC 39.222

I verify that the applicant is qualified to be licensed as a mechanical administrator in this category based on:

- ____ 1. Practical experience as a journeyman in heating, cooling, and process piping work;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ____ 2. Construction management experience in heating, cooling, and process piping as a field superintendent or similar position;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ____ 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;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ____ 4. 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.
(Dates of experience I can personally verify _____ to _____, total _____ months)

RESIDENTIAL HVAC (RHVC) - 12 AAC 39.322

I verify that the applicant is qualified to be licensed as a mechanical administrator in this category based on:

- ____ 1. Practical experience as a journeyman in residential HVAC work.
(Dates of experience I can personally verify _____ to _____, total _____ months)

UNLIMITED REFRIGERATION (UR) - 12 AAC 39.262

I verify that the applicant is qualified to be licensed as a mechanical administrator in this category based on:

- ____ 1. Practical experience as a journeyman in refrigeration;
(Dates of experience I can personally verify _____ to _____, total _____ months) 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.

UNLIMITED HVAC/SHEET METAL (UHVCS) - 12 AAC 39.242

I verify that the applicant is qualified to be licensed as a mechanical administrator in this category based on:

- ____ 1. Practical experience as a journeyman in HVAC and sheet metal work;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ____ 2. Management experience in HVAC and sheet metal work as a field superintendent or similar position;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ____ 3. 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;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ____ 4. 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.
(Dates of experience I can personally verify _____ to _____, total _____ months)

MECHANICAL SYSTEMS TEMPERATURE CONTROL (CNTL) - 12 AAC 39.282

I verify that the applicant is qualified to be licensed as a mechanical administrator in this category based on:

- ___ 1. Practical experience as a journeyman in mechanical systems temperature control work;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ___ 2. Management experience in mechanical systems temperature control work as a field superintendent or similar position;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ___ 3. A degree in mechanical engineering from a nationally or regionally accredited college or university.
(Dates of experience I can personally verify _____ to _____, total _____ months)

RESIDENTIAL PLUMBING AND HYDRONIC HEATING (RPHH) - 12 AAC 39.302

I verify that the applicant is qualified to be licensed as a mechanical administrator in this category based on:

- ___ 1. Practical experience as a journeyman in residential plumbing and hydronic heating work.
(Dates of experience I can personally verify _____ to _____, total _____ months) or

UNLIMITED COMMERCIAL AND INDUSTRIAL PLUMBING (UCIP) - 12 AAC 39.202

I verify that the applicant is qualified to be licensed as a mechanical administrator in this category based on:

- ___ 1. Practical experience as a journeyman plumber;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ___ 2. Management experience in plumbing work as a field superintendent or similar position;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ___ 3. A degree in mechanical engineering from a nationally or regionally accredited college or university plus practical experience as a journeyman plumber or field engineer;
(Dates of experience I can personally verify _____ to _____, total _____ months)
- ___ 4. 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.
(Dates of experience I can personally verify _____ to _____, total _____ months)

Name of Employer: _____

Mailing Address: _____
Street or P.O. Box City State Zip

Position Title: _____ Daytime Phone No.: _____

License No. (if applicable): _____ License Type: _____ State: _____

How long have you known the applicant? _____
Number of months / years

How were/are you associated with the applicant? _____

By my signature below, I attest that the information I provided on this form is true and correct to the best of my knowledge. I further attest that I believe the applicant has the required skills and qualifications necessary to receive licensure as an mechanical administrator. I understand that the department may contact me to substantiate the qualifications of the applicant.

Signature of Individual Verifying Experience

SUBSCRIBED AND SWORN TO before, a Notary Public, in and for the State of _____,
this _____ day of _____, 20_____.

Notary Public

NOTARY SEAL

My Commission Expires: _____

STATE OF ALASKA
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- _____ 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.

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I verify that the applicant is qualified to be licensed as a mechanical administrator in this category based on:

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(Dates of experience I can personally verify _____ to _____, total _____ months)
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(Dates of experience I can personally verify _____ to _____, total _____ months)
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MECHANICAL SYSTEMS TEMPERATURE CONTROL (CNTL) - 12 AAC 39.282

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Name of Employer: _____

Mailing Address: _____
Street or P.O. Box City State Zip

Position Title: _____ Daytime Phone No.: _____

License No. (if applicable): _____ License Type: _____ State: _____

How long have you known the applicant? _____
Number of months / years

How were/are you associated with the applicant? _____

By my signature below, I attest that the information I provided on this form is true and correct to the best of my knowledge. I further attest that I believe the applicant has the required skills and qualifications necessary to receive licensure as an mechanical administrator. I understand that the department may contact me to substantiate the qualifications of the applicant.

Signature of Individual Verifying Experience

SUBSCRIBED AND SWORN TO before, a Notary Public, in and for the State of _____,
this _____ day of _____, 20_____.

Notary Public

NOTARY SEAL

My Commission Expires: _____

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Name of Employer: _____

Mailing Address: _____
Street or P.O. Box City State Zip

Position Title: _____ Daytime Phone No.: _____

License No. (if applicable): _____ License Type: _____ State: _____

How long have you known the applicant? _____
Number of months / years

How were/are you associated with the applicant? _____

By my signature below, I attest that the information I provided on this form is true and correct to the best of my knowledge. I further attest that I believe the applicant has the required skills and qualifications necessary to receive licensure as an mechanical administrator. I understand that the department may contact me to substantiate the qualifications of the applicant.

Signature of Individual Verifying Experience

SUBSCRIBED AND SWORN TO before, a Notary Public, in and for the State of _____,
this _____ day of _____, 20_____.

Notary Public

NOTARY SEAL

My Commission Expires: _____

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VERIFICATION OF MECHANICAL ADMINISTRATOR LICENSURE AND EXAMINATION

SECTION I

APPLICANT: If you are applying for licensure by credentials, please complete this section, and forward to the state in which you were examined and licensed for completion of Sections II and III. This form is to be sent directly from the licensing agency itself to this division at the above address. All costs associated with compliance of this request should be prepaid by yourself.

Name: _____
Last First M.I. Maiden

Address: _____
Street/Box No. City State Zip Code

Telephone: _____ Date of Birth: _____

Signature: _____ Date Signed: _____

**The information in Section II must be completed by the appropriate state licensing board.
It is not to be completed by the applicant.**

SECTION II

The above-named applicant is applying for licensure as a mechanical administrator in the State of Alaska. Please complete the following and return to the Division of Corporations, Business and Professional Licensing at the address listed above, along with a copy of examination score report(s) and examination outline.

Name: _____

Date of Birth: _____ License Category: _____

Date License Issued: _____ License Number: _____

Basis of Licensure: Examination date: _____ Credentials Which State: _____
Other (please specify): _____

Status: Current Inactive Lapsed Expiration Date: _____

Has this license ever been the subject of any licensing action: Yes No Date: _____
(If yes, please provide a copy of the order.)

Comments:

SECTION III

The examination was administered by: _____

on: _____

The examination consisted of the following subject matters:

Written:

- | | |
|----------|--------------|
| 1. _____ | Score: _____ |
| 2. _____ | Score: _____ |
| 3. _____ | Score: _____ |
| 4. _____ | Score: _____ |
| 5. _____ | Score: _____ |
| 6. _____ | Score: _____ |

Please list any additional subjects examined with achieved scores or any additional statement you may consider valuable to the evaluation of this application for mechanical administrator.

Comments: _____

SEAL

Signed: _____

Title: _____

State of: _____

Date: _____

PLEASE RETURN THIS COMPLETED FORM ALONG WITH COPY OF EXAMINATION SCORE REPORT(S) AND EXAM OUTLINE DIRECTLY TO:

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
P.O. BOX 110806
JUNEAU, AK 99811-0806