



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

**Contractor Licensing Section**

P.O. Box 110806, Juneau, Alaska 99811-0806

Phone: (907) 465-8443 ★ E-mail: [license@alaska.gov](mailto:license@alaska.gov)

Website: [www.commerce.alaska.gov/occ/pmec.htm](http://www.commerce.alaska.gov/occ/pmec.htm)

**BIENNIAL MECHANICAL ADMINISTRATOR  
 LICENSE RENEWAL**

January 1, 2012 – December 31, 2013

For Division Use Only

**IT IS TIME TO RENEW YOUR MECHANICAL ADMINISTRATOR LICENSE**

Your Mechanical Administrator license in the State of Alaska expires on December 31, 2011. It is illegal for you to practice if your license has expired. THERE IS NO GRACE PERIOD. To renew your Mechanical Administrator license for the period from January 1, 2012 through December 31, 2013, return this completed and signed application to the above address with a check or money order payable to the State of Alaska (or use the attached credit card form). This is the only renewal notice you will receive. Incomplete applications or insufficient fees will result in delayed or rejected renewals.

**RENEWAL DUE DATE** - If you have met the continuing education requirements, complete this form and return with the appropriate fee for processing. The processing time for correct and completed renewal applications is three to four weeks after receipt. Plan accordingly and submit your form as soon as possible to ensure processing by the expiration date of December 31, 2011.

**MAILED RENEWAL FORMS** - If you received this renewal application in the mail with a barcode in the upper right hand corner of the first page, **do not duplicate this form for another professional's use**. The barcode is specific to your name and license number. Forms without the barcode are available on our website at <http://commerce.alaska.gov/occ/pmec.htm>

**NAME CHANGE** - If you have had a legal name change since your last license 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" license status. If you choose not to renew your license before it expires, you may renew the license at a later date only after satisfying the requirements of AS 08.40.290 and the continuing education requirements of Article 3 of 12 AAC 39. If your license lapses for more than two years, you will be required to retest.

**PAYMENT OF CHILD SUPPORT AND STUDENT LOANS** - If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 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 licensees, including mailing addresses, is available on the division's website at: <http://www.commerce.alaska.gov/occ/> under "License Search."

**BUSINESS LICENSES** - Renewal applications for business licenses are processed separately. For more information about business licenses, call (907) 465-2550 or use Internet address: [http://www.commerce.alaska.gov/occ/home\\_bus\\_licensing.html](http://www.commerce.alaska.gov/occ/home_bus_licensing.html)

**SOCIAL SECURITY NUMBER** - Under AS 08.01.100(e) a license may not be renewed if the licensee's United States Social Security Number is not on file. If you do not have a social security number, you must complete the form "Request for Exception from Social Security Number Requirement" located on the division's website at: [www.commerce.alaska.gov/occ/](http://www.commerce.alaska.gov/occ/) or contact the division office for the form.



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BIENNIAL MECHANICAL ADMINISTRATOR
LICENSE RENEWAL
January 1, 2012 – December 31, 2013

CHECK APPROPRIATE LICENSE BOX
License #001 through #1083 \$250.00
License #1084 and above \$125.00
(Make check or money order payable to the State of Alaska.)

Name (Last, First, Middle):
Mailing Address:
United States Social Security Number:
E-Mail Address:
Alaska Administrator License No.:
Date of Birth (MM/DD/YYYY):
Work Telephone:

CONTRACTOR ASSIGNMENT

Are you currently employed as a mechanical administrator for a general or specialty contractor?

- YES Please list the company name and contractor license number (even if it is your own company):
Contractor Name: Contractor License Number:
NO Your license will be renewed as "unassigned." You must notify the division in order to assign your license to a contractor. You may not work as a mechanical administrator until you have assigned your license.

PROFESSIONAL FITNESS

The following questions must be answered. "Yes" answers may not automatically result in license denial. You must explain dates and circumstances on a separate piece of paper and send any supporting documents that may be applicable (court records, etc.).

Since the date of your last application for an Alaska Mechanical Administrator license:

- 1. Have you 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?
2. 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 but not limited to a conviction involving 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.

**CONTINUING EDUCATION** - Your license cannot be renewed unless you have met the continuing education requirements in Article 3 of 12 AAC 39. (See enclosed regulations.) Approved courses are listed on the division website at: <http://www.commerce.alaska.gov/occ/pmec.htm>.

**RANDOM AUDIT** - The division will audit a percentage of the license renewals. If your renewal is randomly selected for audit, you will be notified and required to submit documentation to verify completion of the continuing education requirements as stated on this renewal form. You must save your documents for at least four years so you can respond to audits.

**ALL LICENSEES MUST COMPLETE THE FOLLOWING TABLE AND ADDRESS THE STATEMENT OF COMPLIANCE BELOW:**

4 Digit Course #	Date Course Completed	Course or Program Title	Name of Program Sponsor as it appears on Division website <a href="http://www.commerce.alaska.gov/occ/pmec.htm">http://www.commerce.alaska.gov/occ/pmec.htm</a>	Hours of Credit	
				IMC	UPC

**STATEMENT OF COMPLIANCE WITH CONTINUING EDUCATION REQUIREMENTS**

Read each option and mark the box that is appropriate to your renewal:

I passed a licensing examination based on the appropriate code between January 1<sup>st</sup>, 2010 and December 31<sup>st</sup>, 2011 in accordance with Article 3 of 12 AAC 39.

**-OR-**

I certify that in accordance with Article 3 of 12 AAC 39, I successfully completed the required hours of continuing education between the dates of January 1, 2010 through December 31, 2011. If audited, I agree to provide documentation that verifies I met this requirement as claimed on this renewal form.

**-OR-**

**(IF YOU COMPLETED SOME OR ALL OF YOUR CONTINUING EDUCATION AFTER DECEMBER 31, 2011 COMPLETE THIS SECTION)**

I certify that in accordance with Article 3 of 12 AAC 39, I successfully completed some or all of the required hours of continuing education after December 31, 2011. I understand that any hours earned after December 31, 2011 which have been used to satisfy the continuing education requirements for the renewal ending December 31, 2013 may not be used for the subsequent renewal period. If audited, I agree to provide documentation that verifies I met this requirement as claimed on this renewal form.

**WARNING:** Falsification of any written evidence submitted to the department under the Statement of Compliance section is grounds for disciplinary action under AS 08.40.320. The Division of Corporations, Business and Professional Licensing may deny, suspend, or revoke the license of a person who submits a fraudulent or misleading application. The person may also be subject to criminal charges for unsworn falsification under Alaska Statute 11.56.210.

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

SIGN HERE 

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

**NOTIFICATION OF PROPOSED REGULATIONS CHANGES**

If you would like to receive notice of all proposed Mechanical Administrators regulation changes, please send a written request adding your name to the Mechanical Administrators 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**

## CONTINUING EDUCATION REGULATIONS

**12 AAC 39.400. PURPOSE OF CONTINUING EDUCATION.** The purpose of continuing mechanical education is to ensure that the renewal of licenses is contingent upon proof of continued competency and assure the consumer of optimum quality and safety of mechanical installation by requiring licensed mechanical administrators to pursue education designed to include the current editions of applicable codes and standards.

**12 AAC 39.410. HOURS OF CONTINUING EDUCATION REQUIRED.** (a) An applicant for renewal of a mechanical administrator license shall document the satisfactory completion of the continuing education requirements in this section during the concluding licensing period, unless the licensee has passed a licensing examination based upon the appropriate codes or standards during the concluding licensing period.

(b) A mechanical administrator must satisfactorily complete at least one eight-hour continuing education workshop or an equivalent number of hours of a formal correspondence or individual study program approved by the department that covers the following codes or standards applicable to each category of license held:

(1) the Uniform Mechanical Code, in effect in the state at the time the applicant completes the eight hours of continuing education required in (b) of this section, for renewal of a mechanical administrator license in the categories of

- (A) heating, cooling, and process piping;
- (B) unlimited HVAC/sheet metal;
- (C) unlimited refrigeration;
- (D) mechanical systems temperature control; and
- (E) residential HVAC;

(2) the Uniform Plumbing Code as adopted under AS 18.60.705 for renewal of a license in the unlimited commercial and industrial plumbing category;

(3) either the Uniform Plumbing Code as adopted under AS 18.60.705 or the Uniform Mechanical Code, in effect in the state at the time the applicant completes the eight hours of continuing education required in (b) of this section, for renewal of a license in the residential plumbing and hydronic heating category.

**12 AAC 39.420. APPROVED WORKSHOPS AND COURSES.** (a) Except as provided in 12 AAC 39.460, to be approved by the department, a continuing education workshop must cover the edition of the applicable codes listed in 12 AAC 39.410 in effect in the state at the time the workshop is presented.

(b) A continuing education workshop sponsored by an individual or organization not identified in (c) of this section must be individually approved by the department. The department will approve a continuing education workshop if

- (1) a description of the workshop and the number of hours of instruction are submitted to the department;
- (2) the department determines that the workshop meets the requirements in (a) of this section;
- (3) the workshop requires participants to register; and
- (4) satisfactory completion of the workshop is verifiable.

(c) A workshop sponsored by any of the following organizations that meets the requirements of (a) of this section is considered approved by the department:

- (1) Mechanical Contractors of Alaska;
- (2) United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada;
- (3) International Association of Plumbing and Mechanical Officials;
- (4) International Conference of Building Officials;
- (5) Sheet Metal Air Conditioning Contractors of North America;
- (6) Alaska Department of Labor and Workforce Development.

(d) A course sponsored by or accepted by the Department of Labor and Workforce Development on the subjects described in 12 AAC 39.410(b) is approved by the department.

**12 AAC 39.430. INDIVIDUAL STUDY.** To be approved by the department, a formal correspondence or other individual study program must require registration of the participants and must provide evidence of satisfactory completion of the program. The number of hours of continuing education credit awarded for the satisfactory completion of a formal correspondence or other individual study program will be determined by the department on an individual basis.

**12 AAC 39.440. REPORT OF CONTINUING EDUCATION.** (a) An applicant for renewal of a license under 12 AAC 39.027 shall submit, on a form provided by the department, a statement of the continuing education that the applicant satisfactorily completed to meet the requirements of 12 AAC 39.410. The statement must include the

- (1) name of the sponsoring organization;
- (2) location of the workshop or correspondent;
- (3) title or description of the workshop or both;
- (4) name of the principal instructor;
- (5) dates of attendance or period of correspondence; and
- (6) number of continuing education hours claimed.

(b) Falsification of any written evidence submitted to the department under this section is grounds for disciplinary action under AS 08.40.320.

**12 AAC 39.450. WAIVER OF CONTINUING EDUCATION REQUIREMENTS.** A licensee unable to obtain the required continuing education hours for license renewal may request a waiver by explaining the circumstances in writing to the department. If the department determines that the licensee was prevented from complying with the continuing education requirements by circumstances beyond the control of the licensee, the department will, in its discretion, prescribe an alternative method of compliance with those requirements as it considers appropriate to the individual situation.

**12 AAC 39.460. EDITION OF CODE ACCEPTABLE FOR CONTINUING EDUCATION.** The department will, in its discretion, accept a course for continuing education credit that covers a more recent edition of the Uniform Plumbing Code than the edition adopted under AS 18.60.705 if the more recent edition of the code has been approved by the International Association of Plumbing and Mechanical Officials.



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 Fax: (907) 465-2974

OFFICE USE ONLY

**CREDIT CARD PAYMENT**

For security purposes, please **do not email or fax** credit card information. Mail this form with the completed renewal 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): _____	_____
<b>Total:</b>	_____

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.*