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# Alaska Laws and Rules for Engineers

by

Mark Ludwigson



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Examination



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## Alaska Statutes

State laws (called statutes) are enacted by the Alaska Legislature which is a bicameral body made up of the State Senate and House of Representatives. When a bill has passed, it is transmitted to the Governor for signature and then becomes law. If the Governor vetoes the bill, the Legislature must override a veto with a 2/3 majority vote in both the Senate and House of Representatives for the bill to become law.



Passed bills (acts) from each legislative session are published chronologically in Session Laws. Next, the laws (called statutes) are added to the *Alaska Statutes* in the appropriate locations with numbering, formatting, and removal of replaced or repealed statutes. Annotations are also added such as notes and references, and the resulting publication is often termed the *Alaska Statutes Annotated*. The codified laws are cited as AS.

The Alaska Statutes is divided into dozens of titles. Laws with relevance to engineering are in Title 8, Chapter 48, which is cited as AS 08.48, and informally called the Laws of the Board. The organization is as follows:

### Alaska Statutes

- Title 8: Business and Professions
  - Chapter 48: Architects, Engineers, Land Surveyors, and Landscape Architects
    - Articles: 1 to 4
      - Sections: 11 to 295

See the “Helpful Resources” section for the website addresses with the latest laws, rules, and Board information. The laws and rules in this course are current as of November 2024.



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## **Laws of the Board**

The law dedicated to the practice of engineering (and several other professions) is AS 08.48, known as the “Laws of the Board”. The Laws of the Board gives authority to the *Alaska Board of Architects, Engineers, and Land Surveyors* (Board) to enact the laws and manage licensing. The following is the contents with **bold** sections being of particular importance for practicing professional engineers.

### **AS 08.48: Architects, Engineers, Land Surveyors, and Landscape Architects**

## **ARTICLE 1 - BOARD OF REGISTRATION**

### **Section**

- 11. Board created
- 21. Appointments and terms
- 31. Qualifications
- 41. Removal of members
- 51. Organization and meetings
- 55. Executive secretary of the board; investigator
- 61. (Repealed)
- 71. Records and reports
- 91. Examinations
- 101. Regulations; bylaws; code of ethics
- 111. Power to revoke, suspend, or reissue certificate
- 121. Disciplinary action and procedure
- 131. Injunction
- 141. Legal counsel

## **ARTICLE 2. REGISTRATION AND PRACTICE**

### **Section**

- 171. General requirements and qualifications for registration
- 181. Registration upon examination
- 191. Registration by comity or endorsement
- 201. Application for registration
- 211. Certificate of registration
- 215. Retired status registration**
- 221. Seals**



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**231. Expirations and renewals**

241. Corporations, limited liability companies, and limited liability partnerships

251. Certain Partnerships

265. Fees

**ARTICLE 3. UNLAWFUL ACTS**

**Section**

**281. Prohibited practice**

**291. Violations and penalties**

**295. Civil penalty for unregistered or unauthorized practice**



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## **Alaska Administrative Code**



State laws are often high-level and lack details required for implementation. The Alaska Legislature delegates state agencies to manage the implementation of laws and to create rules and regulations that complement the laws. The compilation of agency regulations is called the *Alaska Administrative Code* and is normally cited as AAC. The regulations are enforceable just like state statutes.

Recently proposed and adopted rules are available at the following website:

<https://ltgov.alaska.gov/information/regulations>

The Alaska Administrative Code is grouped into titles and chapters representing different state agencies (departments, divisions, districts, boards, councils, authorities, and commissions). Professional engineering is under Title 12, Chapter 36. This is cited as 12 AAC 36, and referred to as “Rules of the Board” in this course.



The organization is as follows:

### **AAC**

- Title 12: Professional Regulations
  - Chapter 36: State Board of Registration for Architects, Engineers, and Land Surveyors
    - Articles: 1 to 6
      - Sections: 10 to 990



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## **Rules of the Board**

12 AAC 36 is known as the “Rules of the Board”. It covers the professional engineering and a few other professions. The following are the contents with sections in **bold** of particular importance for practicing professional engineers.

### 12 AAC 36 - State Board of Registration for Architects, Engineers, and Land Surveyors

## **ARTICLE 1. REGISTRATION AND LICENSING.**

### **Section**

- 10. Applications
- 40. Simplified application for reexamination
- 45. Postponements
- 50. Application deadlines
- 60. Eligibility for architect examination and registration
- 61. Architect education requirements
- 63. Engineering education and work experience requirements
- 65. Eligibility for professional land surveyor examination
- 66. Verification of land surveyor work experience
- 67. Date of experience
- 68. Eligibility for landscape architect registration by examination
- 69. Standards for registration as a landscape architect
- 75. Eligibility for structural engineering registration by examination
- 80. Authorization to take examination
- 90. Waiver of fundamentals of engineering examination
- 100. Required examinations
- 103. Architect registration by comity
- 104. Structural engineer registration by comity
- 105. Engineer registration by comity
- 107. Land surveyor registration by comity
- 109. Landscape architect registration by comity
- 110. Cold regions design requirement**
- 112. Temporary military courtesy certificate of registration**
- 115. Retired status registration**
- 135. Review of application for corporate, limited liability company, limited liability partnership, or limited partnership authorization
- 145. Architectural, engineering, or surveying offices



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**165. Expired certificates**

170. Fees

**180. Seal**

**185. Use of seals**

190. Testing laboratory reports

**195. Site adaptation and field alterations of sealed documents**

**ARTICLE 2. CODE OF PROFESSIONAL CONDUCT.**

**Section**

**200. Ethical standards**

**205. Scope of practice for engineers**

**210. Professional conduct**

**220. Conflict of interest**

**230. Solicitation of employment**

**232. Offer to practice**

**235. Advertising**

**245. Full disclosure**

250. Standards of practice for land surveyors

**ARTICLE 3. DISCIPLINARY GUIDELINES.**

**Section**

**300. Purpose of disciplinary guidelines**

**310. Violations**

**320. Disciplinary guidelines**

**330. Definitions for disciplinary guidelines**

**ARTICLE 4. (REPEALED)**

**ARTICLE 5. CONTINUING EDUCATION FOR PROFESSIONAL ARCHITECTS,  
ENGINEERS, LAND SURVEYORS, AND LANDSCAPE ARCHITECTS.**

**Section**

**500. Purpose of continuing education**

**510. Continuing education requirements**

**520. Computation of continuing education credit**

**530. Exemptions**

**540. Record keeping and review of records**

**550. Definitions**





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**ARTICLE 6. GENERAL PROVISIONS.**

**Section**

**900. Current address**

910. Board member absences

920. Board bylaws

**990. Definitions**



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## State Board

The state agency for professional engineering is the *Alaska Board of Architects, Engineers, and Land Surveyors* (Board). The Board is under the Alaska Department of Commerce, Community, and Economic Development.

The Board regulates individuals and firms for the following professions:

- Professional Architects
- Professional Engineers
- Professional Land Surveyors



The Board oversees over 5,000 professional engineers. The Board has the authority to manage and further regulate professional engineering. The Board can make modifications to Rules of the Board (12 AAC 36).

## Board Website

The board website contains a variety of topics and answers to FAQs:

<https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofarchitectsengineersandlandsurveyors.aspx>

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Department of Commerce, Community, and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

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State of Alaska / Commerce / Corporations, Business, & Professional Licensing / Professional Licensing / Board of Architects, Engineers, and Land Surveyors

## ALASKA STATE BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

APPLICANTS & REGISTRANTS

AELS Home Page

Applications and Forms

Request Verification of Exams or Registration



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## **Practice of Professional Engineering**

The following is a copy-paste of the relevant laws and rules that help define the practice of professional engineering:

### **Laws of the Board**

#### **Sec. 08.48.215. Retired status registration.**

(a) On retiring from practice and payment of an appropriate one-time fee, a registrant in good standing with the board may apply for the conversion of a certificate of registration to a retired status registration. The registrant may not practice architecture, engineering, land surveying, or landscape architecture in the state. A retired status registration is valid for the life of the registration holder and does not require renewal.

(b) An individual with a retired status registration may apply for a certificate of registration. Before issuing a certificate of registration under this subsection, the board may require the applicant to meet reasonable criteria as determined under regulations of the board. The criteria may include submission of continuing education credits and reexamination requirements.

#### **Sec. 08.48.231. Expirations and renewals.**

(a) To remain valid, certificates shall be renewed in accordance with AS 08.01.100. Notice of renewal dates, given under AS 08.01.050(a)(11), shall be transmitted to the registrant, corporation, limited liability company, limited liability partnership, or limited partnership at least one month in advance of the date of the expiration of the certificate. If the certificate has been suspended or revoked, the board may take action independent of this section.

(b) The renewal of a certificate does not require reapplication if the certificate has not expired or has not been suspended or revoked.

(c) An expired certificate may be renewed under regulations adopted by the board establishing requirements for reexamination.

#### **Sec. 08.48.321. Evidence of practice.**

A person practices or offers to practice architecture, engineering, land surveying, or



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landscape architecture who

(1) practices a branch of the profession of architecture, engineering, land surveying, or landscape architecture as defined in AS 08.48.341;

(2) by verbal claim, sign, advertisement, letterhead, card, or other means represents to be an architect, engineer, land surveyor, or landscape architect, or through the use of some other title implies that the person is an architect, engineer, land surveyor, or landscape architect; or

(3) holds out as able to perform or who does perform an architectural, engineering, land surveying, or landscape architectural service recognized by the professions covered by this chapter, and specified in regulations of the board, as an architectural, engineering, land surveying, or landscape architectural service.

**Sec. 08.48.331. Exemptions.**

(a) This chapter does not apply to

(1) a contractor performing work designed by a professional architect, engineer, or landscape architect or the supervision of the construction of the work as a supervisor or superintendent for a contractor;

(2) workers in building trades crafts, earthwork, grounds keeping, or nursery operations, and superintendents, supervisors, or inspectors in the performance of their customary duties;

(3) an officer or employee of the United States government practicing architecture, engineering, land surveying, or landscape architecture as required by the person's official capacity;

(4) an employee or a subordinate of a registrant if the work or service is done under the direct supervision of a registrant;

(5) associates, consultants, or specialists retained by a registrant, a partnership of registered individuals, a corporation, a limited liability company, a limited liability partnership, or a limited partnership authorized to practice architecture, engineering, land surveying, or landscape architecture under this chapter, in the performance of professional services if responsible charge of the work remains with the registrant, the partnership, or a designated representative of the corporation, limited liability



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company, limited liability partnership, or limited partnership;

(6) a person preparing drawings or specifications for

(A) a building for the person's own use and occupancy as a single family residence and related site work for that building;

(B) farm or ranch buildings and their grounds unless the public health, safety, or welfare is involved;

(C) a building that is intended to be used only as a residence by not more than

(i) four families and that is not more than two stories high and the grounds of the building; or

(ii) two families and that is not more than three stories high and the grounds of the building, if the building is located in a municipality that has adopted a building or residential code that applies to the building and if the building complies with the building or residential code;

(D) a garage, workshop, or similar building that contains less than 2,000 square feet of floor space to be used for a private noncommercial purpose and the grounds of the building;

(7) a specialty contractor licensed under AS 08.18 while engaged in the business of construction contracting for work designed by an architect, engineer, or landscape architect that is within the specialty to be performed or supervised by the specialty contractor, or a contractor preparing shop or field drawings for work that the specialty contractor has contracted to perform;

(8) a person furnishing drawings, specifications, instruments of service, or other data for alterations or repairs to a building or its grounds that do not change or affect the structural system or the safety of the building, or that do not affect the public health, safety, or welfare;

(9) a person who is employed by a postsecondary educational institution to teach engineering, architectural, or landscape architectural courses; in this paragraph, "postsecondary educational institution" has the meaning given in AS 14.48.210;



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(10) an officer or employee of an individual, firm, partnership, association, utility, corporation, limited liability company, limited liability partnership, or limited partnership, who practices engineering, architecture, land surveying, or landscape architecture involved in the operation of the employer's business only, and further if neither the employee nor the employer offers engineering, architecture, land surveying, or landscape architecture services to the public; exclusions under this paragraph do not apply to buildings or structures whose primary use is public occupancy;

(11) a person while involved in revegetation, restoration, reclamation, rehabilitation, or erosion control for disturbed land that the board determines does not affect the public health, safety, or welfare;

(12) a person while maintaining or directing the placement of plant material that the board determines does not affect the public health, safety, or welfare;

(13) an employee, officer, or agent of a regulatory agency of the state or a municipality when reviewing drawings and specifications for compliance with the building codes of the state or a municipality if the drawings and specifications have been sealed and signed by an architect, engineer, land surveyor, or landscape architect or the preparation of the drawings and specifications is exempt under this section from the requirements of this chapter; in this paragraph, "building codes" includes codes relating to building, mechanical, plumbing, electrical, fire safety standards, and zoning;

(14) a person who is designing fire protection systems and is authorized by the Department of Public Safety to design fire protection systems.

(b) The requirement to be registered as a landscape architect under this chapter only applies to a person who practices an aspect of landscape architecture that the board has determined affects the public health, safety, or welfare.

**Sec. 08.48.341. Definitions.**

In this chapter,

(1) "architect" means a professional architect;

(2) "board" means the State Board of Registration for Architects, Engineers, and



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Land Surveyors;

(3) “building” means a structure used or intended for human occupancy;

(4) “certificate of authorization” means a certificate issued by the board authorizing a corporation, a limited liability company, a limited liability partnership, or a limited partnership to provide professional services in architecture, engineering, land surveying, or landscape architecture through individuals legally registered by the board;

(5) “certificate of registration” means a certificate issued by the board recognizing the individual named in the certificate as meeting the requirements for registration under this chapter;

(6) “department” means the Department of Commerce, Community, and Economic Development;

(7) “design of minor importance” means work that is incidental to the discipline of a registrant and is within the experience of the registrant, but does not include comprehensive design services of any particular building type, structure, building system, engineering system, or site development;

(8) “engineer” means a professional engineer;

(9) “fire protection system” means a fire alarm device or system or fire extinguishing device or system, or combination of both, that is designed and installed for detecting, controlling, or extinguishing a fire or otherwise alerting an occupant or the fire department, or both, that a fire has occurred;

...

(16) “practice of engineering” means professional service or creative work, the adequate performance of which requires the specialized knowledge of applied mathematics and sciences, dealing with the design of structures, machines, equipment, utilities systems, materials, processes, works, or projects, public or private; the teaching of advanced engineering courses in institutions of higher learning; the direction of or the performance of engineering surveys, consultation, investigation, evaluation, planning, and professional observation of construction of public and private structures, works, or projects and engineering review of drawings



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and specifications by regulatory agencies; “practice of engineering” may by regulation of the board include architectural building design of minor importance, but it does not include comprehensive architectural services;

...

(20) “professional engineer” means a person registered as a professional engineer by the board;

...

(23) “registrant” means a person registered by the board as a professional architect, engineer, land surveyor, or landscape architect;

(24) “responsible charge” means the direct control and personal supervision of work;

(25) “shop drawing” or “field drawing” means a drawing prepared by a contractor, subcontractor, or vendor that shows how a particular aspect of the work is to be fabricated and installed and demonstrates how an aspect of the work will satisfy the requirements of the construction document;

(26) “structure” means a system of materials and components that resists horizontal and vertical loads.

**Sec. 08.48.351. Short title.**

This chapter may be cited as the Architects, Engineers, Land Surveyors, and Landscape Architects Registration Act.

Rules of the Board

**12 AAC 36.110. Cold regions design requirement.**

(a) An applicant for registration as an architect, engineer, or landscape architect must have successfully completed a board-approved university-level course in cold regions design or its equivalent.

(b) Repealed 3/28/2019.

**12 AAC 36.112. Temporary military courtesy certificate of registration.**

(a) The board will issue a temporary military courtesy certificate of registration to an active duty military





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(b) member or spouse of an active duty military member of the armed forces of the United States to practice as an architect, engineer, land surveyor, or landscape architect who meets the requirements of AS 08.01.063 and this section not later than 30 days after the board receives a completed application.

(b) An applicant for a temporary military courtesy certificate of registration under this section

(1) must submit an application on a form provided by the department;

(2) must submit the documentation required under (c) of this section;

(3) must pay the temporary license application fee and fee for a temporary license set out under 12 AAC 02.105;

(4) must submit a copy of

(A) the applicant's current active duty military orders showing assignment to a duty station in this state; or

(B) if the applicant is the spouse of an active duty military member, the applicant's spouse's current active duty military orders showing assignment to a duty station in this state;

(5) must submit verification of a current license or registration to practice architecture, engineering, land surveying, or landscape architecture in a licensing or registering jurisdiction of the United States that is not suspended, revoked, or otherwise restricted; and

(6) may not have been convicted of a crime that affects the applicant's ability to practice architecture, engineering, land surveying, or landscape architecture competently and safely, as determined by the board.

(c) The executive administrator or the executive administrator's designee shall issue a temporary military courtesy certificate of registration under AS 08.01.063

...

(2) to practice engineering to an applicant who

(A) submits an NCEES council record with a Model Law Engineer or Model Law Structural Engineer designation verifying the applicant's qualifications, including

(i) examination results that meet the requirements of 12 AAC 36.105(b)(I);

(ii) education;

(iii) experience;

(iv) licensure or registration in another licensing or registering jurisdiction; and



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(B) has completed the cold regions design requirements required under 12 AAC 36.110;

...

(d) A temporary military courtesy certificate of registration issued to an active duty military member or spouse of an active duty military member under this section will be issued for a period of 180 days and may be renewed for one additional 180-day period, at the discretion of the board.

(e) While practicing under a temporary military courtesy certificate of registration issued under this section, the holder of the temporary military courtesy certificate of registration must comply with the standards of practice set out in AS 08.48 and this chapter.

(f) The board may refuse to issue a temporary military courtesy certificate of registration for the same reasons that it may deny, suspend, or revoke a certificate of registration under AS 08.48.111.

**12 AAC 36.115. Retired status registration.**

(a) An individual holding a retired status registration under AS 08.48.215 may use the title "architect", "engineer", "land surveyor", or "landscape architect", as appropriate, but may not indicate that the individual is practicing or soliciting to practice architecture, engineering, land surveying, or landscape architecture in the state.

(b) The board will issue an active certificate of registration to an individual who holds a retired status registration if the applicant

(1) submits a completed application for reactivation on a form provided by the department;

(2) pays the biennial registration renewal fees established in 12 AAC 02.110;

(3) seeking an active certificate of registration as a professional architect, engineer, land surveyor, or landscape architect meets, at the time that application is made, the continuing education requirements applicable under 12 AAC 36.510 - 12 AAC 36.550; and

(4) meets the requirements of 12 AAC 36.165(b), if the individual has held a retired status registration for more than five years.

**12 AAC 36.190. Testing laboratory reports.**

Reports issued by testing laboratories shall be prepared by or under the supervision of a registered engineer and signed or sealed by him whenever such reports go beyond the tabulation of test data (compositions of material, breaking stress, etc.) by



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- (1) interpreting the data to draw conclusions as to the characteristics of a civil engineering structure or parts of one;
- (2) expressing engineering judgment in the form of recommendations derived from the results of the test; or
- (3) performing design work in the preparation of plans, specifications and other instruments requiring registration as an engineer.

**12 AAC 36.900. Current address.**

A registrant shall maintain a current, valid mailing address on file with the division at all times. The latest mailing address on file for an active, inactive, or lapsed registration or certificate is the appropriate address for official communications, notifications, and service of legal process.

**12 AAC 36.990. Definitions.**

(a) For the purposes of this chapter and AS 08.48, unless the context requires otherwise,

(1) "advanced courses" means courses in institutes of higher learning beyond the second academic year;

(2) "board" means the State Board of Registration for Architects, Engineers, and Land Surveyors;

(3) "chemical engineering" means the branch of professional engineering that embraces studies and activities relating to applied chemistry, both industrial and nonindustrial, concerned with chemical materials, their composition, locations, transportation, and storage; chemical and physical-chemical processes naturally occurring or artificially operated, their matter and energy changes, the conditions of temperature, concentration and media for those changes, including apparatus and analytical control; chemical products, their quality, quantity, applications, uses, and values; preparation of materials for public or industrial use, including water supply, waste abatement, and pollution control; and the organizational and economic aspects of these studies and activities;

(4) "civil engineering" means the branch of professional engineering that embraces studies and activities relating to research, design, and construction of fixed works, other than significant structures, for irrigation, drainage, waterpower, water supply and treatment, flood control, inland waterways, harbors, municipal improvements, railroads, highways, tunnels, airports and airways, sewerage, refuse disposal, foundations, structures, and bridges, and the organizational and economic aspects of these studies and activities;



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(5) "design" means the original and unique application of basic aesthetic, mathematical and physical and chemical principles to provide an acceptable solution of a problem or project;

...

(8) "electrical engineering" means the branch of professional engineering that embraces studies and activities relating to generation, transmission and utilization of electrical energy, fire detection and alarm systems, control systems, electronic systems, and to telecommunications systems and facilities, including the design of electrical, electronic and magnetic circuits and components, and the technical control of their operation and of the design of electrical, fire alarm gear, control, electronic and telecommunications gear, and the organizational and economic aspects of these studies and activities;

(9) "mechanical engineering" means the branch of professional engineering that embraces studies and activities relating to the generation, transmission and utilization of energy in the thermal and mechanical form; engineering issues relating to the production of tools, machinery and their products; mechanical processes, heating, air conditioning, refrigeration, product transport, fire and smoke suppression, and plumbing; and the research, design, production, operation, control, and the organizational and economic aspects of these studies and activities;

(10) "mining and mineral processing engineering" means the branch of professional engineering that embraces studies and activities relating to the exploration, location, and recovery of mineral commodities, and the research, design, construction, and development of structures, devices, and facilities of production, and the organizational and economic aspects related to these studies and activities;

...

(14) "petroleum engineering" means the branch of professional engineering that embraces studies or activities relating to the exploration, location, and recovery of natural fluid hydrocarbons, and the research, design, production, operations of devices, facilities of production, and the organizational and economic aspects of these studies and activities;

...

- (17) "professional engineering" includes the branches of
- (A) agricultural engineering;
  - (B) chemical engineering;
  - (C) civil engineering;
  - (D) control systems engineering;



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- (E) electrical engineering;
- (F) environmental engineering;
- (G) fire protection engineering;
- (H) industrial engineering;
- (I) mechanical engineering;
- (J) metallurgical and materials engineering;
- (K) mining and mineral processing engineering;
- (L) naval architecture and marine engineering;
- (M) nuclear engineering;
- (N) petroleum engineering;
- (O) repealed 10/22/2023;

(18) "professional work" means the time the applicant has been occupied in architecture, engineering, land surveying, or landscape architecture work of higher grade and responsibility than that of subprofessional work;

...

(21) "state" means the State of Alaska;

(22) "subprofessional work" means time spent working in design support or construction related employment;

(23) "specialty contractor" means the same as in AS 08.18.171;

(24) "registration by comity" means registration by recognition of the applicant's credentials accepted by another jurisdiction;

(25) "registrant" means an individual architect, engineer, land surveyor, landscape architect, corporation, limited liability company, limited liability partnership, limited partnerships registered or issued a certificate of authorization under this chapter;

...

(34) "agricultural engineering" means the branch of professional engineering that embraces studies and activities related to facility engineering of plant, animal, and commodity environments and structures; machinery involving power, electrical and electronic machines, controls and sensors; natural resource engineering involving soil, water and plant systems; process engineering involving food, feed, fiber, fuel products; and the organizational and economic aspects of these studies and activities;

(35) "control systems engineering" means the branch of professional engineering that embraces studies and activities relating to sensor technologies and measurement; signals and transmission, final control elements regarding valves, pressure relieving devices, and other final control elements, control systems analysis



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and implementation; and the organizational and economic aspects of these studies and activities;

(36) "environmental engineering" means the branch of professional engineering that embraces studies and activities relating to wastewater, storm water, potable water, and water resources; ambient air, emissions sources, and control strategies; solid, hazardous, and special waste; environmental assessments, remediation, and emergency response and applicable codes, standards, regulations, guidelines; and the organizational and economic aspects of these studies and activities;

(37) "fire protection engineering" means the branch of professional engineering that embraces studies and activities relating to fire protection analysis, fire protection management, fire science and human behavior, fire protection systems, fire building systems, and the organizational and economic aspects of these studies and activities;

(38) "industrial engineering" means the branch of professional engineering that embraces studies and activities relating to facilities engineering and planning involving facility requirements, design alternatives, material handling techniques and equipment, systems analysis and design including processes, costing and performance measurement, logistics including production planning and control, distribution and storage and warehousing methods, methods to measure work, workstation design and analysis, ergonomics and safety, quality engineering and control, and the organizational and economic aspects of these studies and activities;

(39) "metallurgical and materials engineering" means the branch of professional engineering that embraces studies and activities relating to the production of metals, metal objects, materials, testing procedures, metal processing, failure analysis procedures and the development of metal alloys, the research, design, construction, and development of devices and facilities of production, and the organizational and economic aspects of these studies and activities;

(40) "naval architecture and marine engineering" means the branch of professional engineering that embraces the studies and activities relating to the mechanics of rigid and deformable bodies, exterior loads on military, public, commercial or private vessels or marine facilities, structural designs, applications, and considerations, vibration considerations including local, vortex induced, flow induced, and global vibrations, intact and damaged hydrostatic stability, methods and procedures, dynamic stability in waves, hydrodynamics, wind and waves, hull forms and design, marine engineering involving thermodynamics, internal fluid flow, propulsion and power generators, machine design, HVAC/refrigeration and electrical systems, materials corrosion and corrosion control, navigation and vessel control,





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hull outfitting, weight engineering, shipbuilding and repair engineering, rules and regulations, human factors, and safety systems, and the organizational and economic aspects of these studies and activities;

(41) "nuclear engineering" means the branch of professional engineering that embraces the studies and activities relating to nuclear power systems and science, nuclear components and systems, construction, operational regulations, emergency planning, licensing regulation, codes and standards, nuclear fuel and waste management, nuclear radiation, protection, radiation shielding, interaction of radiation with matter, nuclear criticality, kinetics, neutronics, and nuclear measurements and instruments, and the organizational and economic aspects of these studies and activities;

(42) "structural engineering" means the practice of engineering that embraces the studies and activities relating to the investigation, evaluation, analysis, design and construction of buildings, bridges, and other structures such as walls, columns, slabs, beams, trusses, or similar members requiring force-resisting and load bearing members and their connections, or similar members used singly or as a part of a larger structure, and the organizational and economic aspects of these studies and activities.

(43) "engineering surveys"

(A) means work performed by a professional engineer to measure and assess structures, machines, equipment, utility systems, materials, processes, and public or private works;

(B) does not include the practice of land surveying.

(44) "significant structures" means

(A) hazardous facilities; in this paragraph, "hazardous facilities" means structures, housing, supporting, or containing sufficient quantities of toxic or explosive substance to be of danger to the safety of the public if released;

(B) special occupancy structures; in this paragraph, "special occupancy structures" means

(i) buildings and other structures whose primary occupancy is public assembly with an occupant load greater than 300;

(ii) buildings and other structures containing an elementary school, secondary school, or day care facility with an occupant load greater than 250;

(iii) buildings and other structures containing adult education facilities, such as colleges and universities, with an occupant load greater than 500;

(iv) medical facilities with 50 or more resident, incapacitated patients;



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- (v) jails and detention facilities; and
- (vi) all buildings or structures with an occupant load greater than 5,000;
- (C) essential facilities that have a ground area of more than 4,000 square feet and are more than 20 feet in mean roof height above average ground level; in this paragraph, "essential facilities" means
  - (i) hospitals and other medical facilities having surgery and emergency treatment areas;
  - (ii) fire and police stations;
  - (iii) tanks or other structures containing, housing, or supporting water or fire suppression material or equipment required for the protection of essential or hazardous facilities or special occupancy structures;
  - (iv) emergency vehicle shelters and garages;
  - (v) structures and equipment in emergency preparedness centers;
  - (vi) standby power-generating equipment for essential facilities;
  - (vii) structures and equipment in government communication centers and other facilities requiring emergency response;
  - (viii) aviation control towers, air traffic control centers, and emergency aircraft hangars; and
  - (ix) buildings and other structures having critical national defense functions;
- (D) structures exceeding 100 feet in height above average ground level;
- (E) buildings that are customarily occupied by human beings and are four stories or 45 feet or more above average ground level; and
- (F) bridges having a total span of more than 200 feet and piers having a surface area greater than 10,000 square feet;

...

(47) "mentoring program" means a program in which a corresponding licensee reviews a mentee's work on a regular basis to ensure that the work meets the standard of care of that discipline and confirms that the mentee is developing experience and responsible charge experience;

...

(c) For the purposes of AS 08.48.331(a)(14), "designing fire detection or suppression systems" includes those studies and activities related to the installation, maintenance, and inspection of those systems, including the direction of or the performance of fire protection systems surveys, consultation, investigation,





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evaluation, planning, and observations of construction and the organizational and economic aspects of those studies and activities.



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## **Engineering Disciplines**

An engineers initial area of practice (a.k.a. area of competency, discipline, or **branch**) is typically identified through NCEES P.E. examination and initial licensure. A licensee can take additional exams to gain qualifications in multiple **branches**. The Board tracks a licensee's qualified **branches**. **Branch** letter designations are listed on seals. Structural is spelled out on seals for those qualified as structural engineers (SE).

Licensees should only undertake assignments in technical fields in which they are **qualified by education, training, or experience**. Similarly, licensees should only seal documents in which they are **qualified by education, experience, and registration**.

Engineers are allowed to perform **incidental** architectural services, if within their experience, and design work of "**minor importance**".

## **Laws of the Board**

### **Sec. 08.48.221. Seals.**

... The registrant, by sealing and signing the document, certifies that the document was prepared by or under the registrant's responsible charge and is within the registrant's **field of practice** or is design work of **minor importance**.

### **Sec. 08.48.341. Definitions.**

... (7) "**design of minor importance**" means work that is **incidental** to the discipline of a registrant and is within the experience of the registrant, but does not include comprehensive design services of any particular building type, structure, building system, engineering system, or site development;

... (16)... "practice of engineering" may by regulation of the board include architectural building **design of minor importance**, but it does not include comprehensive architectural services;



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Rules of the Board

**12 AAC 36.185. Use of seals.**

(a) A registrant may

(1) not sign or seal a drawing or document dealing with professional services in which the registrant is not **qualified** to sign or seal by virtue of **education, experience, and registration**;

...

(3) seal only final drawings, surveys, reports, and required construction documents for which the registrant is **qualified** to seal and for which the registrant claims responsibility;

**12 AAC 36.205. Scope of practice for engineers.**

A person who holds a current certificate of registration as an engineer in the state may practice in that **branch or branches** of engineering, as defined in 12 AAC 36.990(a), for which the engineer holds a registration, even if the engineering practice includes activities that are included in another **branch** of engineering defined in 12 AAC 36.990(a).

**12 AAC 36.210. Professional conduct.**

(a) A registrant

...

(3) may perform assignments only if the registrant's associates, consultants, and employees are **qualified** by **education, training, or experience** and, if required, registered in the specific technical **branches** or fields involved;



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### **Responsible Charge**

Engineering design work must be prepared under a responsible licensee with **direct control** and **personal supervision**. This is referred to as having “**responsible charge**” for the engineering work. The engineer with **responsible charge** signs and seals documents produced under their **responsibility**, and is often referred to as the “engineer of record”, although that term is not used in Alaska laws and rules. A typical project has multiple responsible engineers, one for each design discipline (civil, structural, mechanical, electrical, etc.).

**Responsible charge** can also refer to the management of a field of engineering practice within an organization.

### **Laws of the Board**

#### **Sec. 08.48.341. Definitions.**

...

(24) “**responsible charge**” means the **direct control** and **personal supervision** of work;

#### **Sec. 08.48.221. Seals.**

... The registrant, by sealing and signing the document, certifies that the document was prepared by or under the registrant's **responsible charge** and is within the registrant's field of practice or is design work of minor importance.

#### **12 AAC 36.185. Use of seals.**

... (7) not sign or seal drawings, documents, or other professional work for which the registrant does not have direct professional knowledge and **direct supervisory control**.

### **Rules of the Board**

#### **12 AAC 36.990. Definitions.**

(19) “**responsible charge** of work in the field” means the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant has to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his superiors and where the applicant has to



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supply solutions to deficiencies in plans or has to correct errors in designs without first referring them to higher authority for approval, except where the approval is a matter of form;

(20) "**responsible charge** experience" as it pertains to "work in the office" means undertaking investigations or carrying out assignments, that demand resourcefulness and originality, or making plans, writing specifications, and directing drafting and computations for the design of architectural, engineering, landscape architecture, or land surveying work with only rough sketches, general information and field measurements for reference;

...

(30) "**responsible control**" means that amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered engineers, land surveyors, and landscape architects applying the required professional standard of care;

## NSPE

Responsible charge is also defined in a National Society of Professional Engineers (NSPE) reference document, and copied below for convenience.

### NSPE Position Statement No. 10-1778

- Defines "**responsible charge**" as the direct control and personal supervision of engineering work.
- The professional engineer in **responsible charge** is actively engaged in the engineering process, from conception to completion.
- Engineering decisions must be personally made by the professional engineer or by others over which the professional engineer provides supervisory direction and control authority.
- Reviewing drawings or documents after their completion without involvement in the design and development process appears not to satisfy the definition of **responsible charge**.



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### **Sign and Seal Requirements**

Sign and seal requirements are found in Laws and Rules of the Board. Here are highlights that may differ from requirements in other states:

- Seal must be large enough so text is legible
- Two letter branch identifiers before license number
- SE stamps should state “Registered Structural Engineer”
- Sign and date over the seal or nearby (within 2”)
- Ink color not specified
- Seal each drawing (cover page not req’d)
- If multiple P.E.’s, indicate responsible pages or sections for each
- Acceptable forms of signature:
  - Hand signature with wet (rubber ink) stamp, embossed/impression/pocket seal, or printed image of seal
  - Digital/electronic signature
    - Digital seal image with digital signature
    - Unique to licensee
    - Verifiable
    - Under sole control of the licensee
    - Linked such that document changes invalidate the signature
    - Adobe, Bluebeam, & DocuSign e-signatures appear acceptable



### **Laws and Rules**

The following is a copy-paste of the relevant laws and rules:

### **Laws of the Board**

#### **Sec. 08.48.221. Seals.**

(a) Each registrant may obtain a seal of the design authorized by the board, bearing the registrant's name, registration number, and the appropriate legend for architect, engineer, land surveyor, or landscape architect. When a registrant issues final drawings, specifications, surveys, plats, plates, reports, or similar documents, the registrant shall stamp the documents with the seal and sign the seal. The board shall adopt regulations governing the use of seals by the registrant. An architect, engineer, land surveyor, or landscape architect may not affix or permit a seal and



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signature to be affixed to an instrument after the expiration of a certificate or for the purpose of aiding or abetting another person to evade or attempt to evade a provision of this chapter. The registrant, by sealing and signing the document, certifies that the document was prepared by or under the registrant's responsible charge and is within the registrant's field of practice or is design work of minor importance.

(b) Final drawings, specifications, surveys, plats, plates, reports, or similar documents containing the work of multiple fields of practice shall be sealed and signed by a registrant in each field of practice covered by the document. The registrant shall certify on the face of the document the extent of the registrant's responsibility for all work prepared under the registrant's seal.

### Rules of the Board

#### **12 AAC 36.180. Seal.**

(a) The seal authorized for use by a professional architect, landscape architect, land surveyor, or structural engineer must be of the following design that corresponds to the individual's profession or a substantially similar electronic or digital representation of that design; the license number noted on the seal must be only the numeric characters of the registrant's license number and exclude alpha characters:



(b) The seal authorized for use by professional engineers must be of the following design or a substantially similar electronic or digital representation of the design:



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The seal must reflect the branch of engineering two-character identifier (XX) authorized by the board; this identifier shall be placed before the registrant's license number as shown in the examples; the license number noted must be only the numeric characters of the registrant's license number and exclude alpha characters.

Branch of Engineering Identifier:

- AG - Agricultural engineer
- IN - Industrial engineer
- EC - Chemical engineer
- ME - Mechanical engineer
- CE - Civil engineer
- MM - Metallurgical and Materials engineer
- CS - Control systems engineer
- EM - Mining and Mineral Processing engineer
- EE - Electrical engineer
- NM - Naval architecture and Marine engineer
- EV - Environmental engineer
- NU - Nuclear engineer
- FP - Fire protection engineer
- EP - Petroleum engineer

(e) The seal authorized for use by structural engineers is of the following design or a substantially similar electronic or digital representation of the design:





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The seal must reflect the branch identification authorized by the board. This identification is to be placed below the registrant's name and preceding the registrant's number on the seal.

**12 AAC 36.185. Use of seals.**

(a) A registrant may

(1) not sign or seal a drawing or document dealing with professional services in which the registrant is not qualified to sign or seal by virtue of education, experience, and registration;

(2) approve and seal only design documents and surveys that are safe for public health, property, and welfare in conformity with accepted architecture, engineering, land surveying, and landscape architecture standards in Alaska;

(3) seal only final drawings, surveys, reports, and required construction documents for which the registrant is qualified to seal and for which the registrant claims responsibility;

(4) not knowingly allow the use of his or her seal by another person on a document that the registrant has neither prepared nor reviewed personally;

(5) not use the seal or a reproduction of the seal of another registrant on a document, regardless of the intended use of the document;

(6) not sign a name other than his or her own name over a seal, and may not forge the signature of the individual to whom the seal was issued by the board; and

(7) not sign or seal drawings, documents, or other professional work for which the registrant does not have direct professional knowledge and direct supervisory control.

(b) If portions of drawings, documents, or other professional work are prepared by other registered professionals, a registrant may seal only that portion of the work for



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which the registrant has direct professional knowledge and direct supervisory control.

(c) Repealed 10/31/2019.

(d) The registrant shall include the date each time the registrant signs and seals a document by electronically or manually inserting the date within the seal or within two inches of the seal.

(e) The registrant, by sealing final drawings, takes responsibility for related discipline specifications included in the final drawings, unless under AS 08.48.221 the registrant certifies on the face of the document the extent of the registrant's responsibility.

(f) A registrant shall validate the seal on a document that has either

(1) an original handwritten signature over each seal; or

(2) an electronic image of the original handwritten signature and a digital signature, both of which must be affixed to the document and meet the following requirements:

(A) the electronic image must be permanently affixed to each seal on the document directly over the seal of the registrant;

(B) the digital signature must be

(i) unique to the registrant using it;

(ii) capable of verification;

(iii) under the exclusive control of the registrant using it; and

(iv) linked to a document in such a manner that the digital signature is invalidated if the document is changed.

(g) The registrant shall include on all documents that are required to be signed and sealed

(1) its business name, physical address, and telephone number;

(2) the project name or identification;

(3) the project address or location; and

(4) the certificate of authorization number issued to the corporation, limited liability company, limited liability partnership, or limited partnership to practice architecture, engineering, land surveying, or landscape architecture, if applicable.

(h) On documents where multiple entities that are authorized to practice architecture, engineering, land surveying, or landscape architecture are indicated, the registrant shall clearly identify the sole proprietor, partnership, corporation, limited liability company, limited liability partnership, limited partnership, or other authorized entity responsible for the work.



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- (i) Drawings, engineering surveys, reports, and construction documents regarding the structural systems of a significant structure must be sealed by a registered structural engineer.
- (j) The registrant or the owner of sealed documents shall retain them and keep them accessible for later reference.

**12 AAC 36.195. Site adaptation and field alterations of sealed documents.**

Except as specified in this section, a person may not alter, or contribute to the altering of, any document that has been sealed by a registrant authorized under AS 08.48. A registrant may site adapt or field alter in this state sealed documents prepared by another registrant of the same discipline if the registrant

(1) has written permission

(A) to adapt or alter the sealed documents from the registrant who sealed the original sealed documents; or

(B) from the legal owner of the original sealed documents; the legal owner of the original sealed documents must have written proof of ownership of the sealed documents from the registrant who sealed the documents;

(2) reviews the sealed documents and makes all necessary revisions to bring the sealed documents into compliance with applicable codes, regulations, and job-specific requirements;

(3) affixes to the calculations of the

(A) site adapted documents a sealed certification, "I certify that I have reviewed the relevant calculations for the site adapted documents in accordance with 12 AAC 36.185", or the registrant shall independently prepare and seal all calculations for site adapted documents; or

(B) field altered documents a sealed certification, "I certify that I have reviewed the relevant calculations for field altered documents in accordance with 12 AAC 36.185 and that the alterations will have no significant effect on other design considerations of the originally sealed documents", or the registrant shall independently prepare and seal all additional calculations for field adapted documents;

(4) reissues the sealed documents after review with the title block and seal of the registrant performing the site adaptation, or in the case of field altered documents have provided additional sealed drawings with the title block and seal of the registrant performing the work; and



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(5) maintains professional control over the use of the site-adapted or field altered sealed documents as if they were any other original sealed documents of the registrant and maintains the sealed documents on file.

### Board Website

#### **Seal Specifications**

##### **Downloadable Seals**

Right Click on title below to save seal to your hard drive. Then open they will be available in your AutoCad Version 14 or higher to access the files.

- All Seals ...
- Registered Professional Engineer Seal
- Registered Professional Structural Engineer Seal

12 AAC 36.185 has been amended to read:

#### **12 AAC 36.185. Use of Seals.**

- **(d) The registrant shall include the date each time the registrant signs and seals a document by electronically or manually inserting the date within the seal or within two inches of the seal.**

A new subsection has been added to read:

- **(f) An electronic image of a signature may be used on the seal if the registrant or the owner of the documents retains an original copy of the documents, accessible for later reference, that has either**
  - **(1) an original hand signature over the seal; or**
  - **(2) software in place that will automatically remove or modify the electronic image of the signature if the document is modified.**

The AELS Board is not planning to redesign the seal, but did want to make suggestions as to how the date could be included.

These are two examples that the AELS Board would like to use to illustrate the new requirement:



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### DTEXT or MANUAL

This is how a registrant could manually insert the date each time they signed, just under the signature line. This can also be done with Dtext in an AutoCad electronic seal. Dtext would have to be filled in each time the seal was used.



DATE IS A DIESEL EXPRESSION  
THAT AUTOMATICLY FINDS TODAYS DATE  
SO THAT THE DATE NEVER HAS  
TO BE EDITED. DATE WILL ALWAYS  
BE THE DATE DWG IS OPEND AND PLOTTED

### DIESEL EXPRESSION

This is an example of an AutoCad feature that will automatically insert the current date into an electronic stamp each time it is applied. The registrant would sign the document after printing, with the computer-generated date inserted under the signature line. Modifying your electronic stamp to allow the automatic insertion of the current date would be acceptable to the Board. This is one example using the Diesel programming language.

### More Information

To create a Diesel expression for the date:

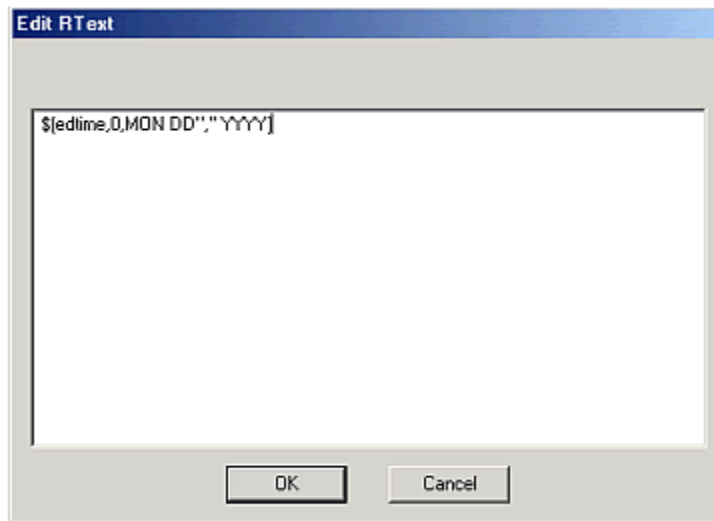
1. AutoCAD command RText brings up the following options: Command: rtext Enter an option [Style/Height/Rotation/File/Diesel] :



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2. Choose D for Diesel.
3. In the dialog box that pops up type: \$(edtime,0,MON DD',' YYYY)

Example:



Pick the OK button and you get the following prompt: Specify start point of RText:

4. Pick a spot in the drawing where you want to place the diesel expression and you will get the following prompt:
5. Current values: Style=ROMANS Height=9' Rotation=0.00000000 Enter an option [Style/Height/Rotation/Edit]:
6. You may choose an option to edit the [Style/Height/Rotation/Edit] or Hit return to exit out of RText.

(The resulting Diesel expression is also editable with Properties at a later time if you need to.)

### AEELS Guidance Manual

## **SEALING PROFESSIONAL WORK**

Registered design professionals are responsible for their services. The public relies on this expertise. So, many work products, such as drawings, specifications, and calculations, must clearly identify the professional who prepared them.

Alaska statutes, regulations, applicable codes, and local governments require that certain work products be sealed by the Alaska registrant who prepared or had



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responsible charge for them. Additionally, the International Building Code as adopted by 13 AAC 50-55 contains this requirement. The State Fire Marshal or other designated building official often require drawings with a design professional's seal, as appropriate. Alternatively, the preparer must note on the drawings or building permit applications the reason for the lack of a seal, including the exemption under state law (AS 08.48.331).

### **When to Seal and Sign**

When document sealing is required, all final documents must include a seal, a signature, and a date.

These work products must be sealed and signed as specified in 12 AAC 36.185(a)(3). Additionally, per 12 AAC 36.185(g), the registrant must include on these documents its business name, physical address, and telephone number; project name or identification; project address or location; and certificate of authorization number, if applicable.

Sign over the seals and insert dates manually or electronically within the seals or within 2-inches. Seals must be large enough so text within them is legible. A digital signature may be used over the seal. This means a digital code, generated and authenticated by public-key encryption, which is attached to an electronically transmitted document to verify its contents and the sender's identity. This does not prohibit the registrant from placing an original wet seal or seal impression and an original signature. The registrant must maintain the security of the electronic signature consistent with maintaining the protection of its seal. If an original signature is used, the registrant or the owner of the document must retain the document.

If a document is sealed by multiple registrants for design of minor importance, identify this work on the document near the registrant's seal to identify responsibility in compliance with 08.48.221(b).

Each sheet of final drawings approved for construction must bear the signed and dated seal of the responsible design professional. Cover sheets that do not include design elements do not require a seal.





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AS 08.48.221 Seals states, "When a registrant issues final drawings, specifications, surveys, plats, plates, reports, or similar documents, the registrant shall stamp the documents with the seal and sign the seal."

The Board discussed this statute and agreed that these documents include parcel exhibits, parcel plats, legal descriptions, and similar work products that may or may not be part of other documents.

### **Limited to Professional Expertise**

Design professionals may provide services only within their area of expertise. Sealing documents for which a registrant does not have the expertise and registration is a violation of AS 08.48 and 12 AAC 36.185(a)(1). A registrant must not seal work performed by others unless it was prepared under its responsible charge. In addition, the sealing, signing and dating of documents by a person not registered in the State of Alaska is a violation of AS 08.48.

### **Clarification of Registration Numbers**

For alpha-numeric license numbers, the board advises engineering registrants to use the two letter, branch of engineering identification and only the numeric portion of their license number on their seal. For example AELC1234, would be CE 1234 versus CE AELC1234.

### **Sealing and Signing**

The minimum acceptable standards for the sealing and submittal of drawings and documents are that all final documents must include a seal, a signature, and a date. The documents must be accessible for later reference.

Documents may be sealed with an original hand signature over the seal or a digitally signed and sealed with third party certificate authority. An electronic image of the signature may not be used over the seal on its own unless the document is subsequently printed and an original hand signature is placed over the seal and accessible for later reference.

### **Digital Signatures**

The requirements of digital signatures are that:

1. The Digital Signature must be unique to the person using it.





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2. The Digital Signature must be capable of verification through a third-party Certificate Authority.
3. The Digital Signature must be under the sole control of the person using it.
4. The Digital Signature must be linked to data in such a manner that if the data is changed the Digital Signature is invalidated.

**Definitions**

- "Certificate" means a computer-based record which:
  - (a) Identifies the certification authority.
  - (b) Identifies the subscriber.
  - (c) Contains the subscriber's public key.
  - (d) Is digitally signed by the certification authority
- "Certification authority" means a person who issues a certificate.
- "Digital signature" means a type of electronic signature that transforms a message using an asymmetric cryptosystem such that a person having the initial message and the signer's public key can accurately determine: (a) Whether the transformation was created using the private key that corresponds to the signer's public key. (b) Whether the initial message has been altered since the transformation was made. A "key pair" is a private key and its corresponding public key in an asymmetric cryptosystem, under which the public key verifies a digital signature the private key creates. An "asymmetric cryptosystem" is an algorithm or series of algorithms which provide a secure key pair.

Force and effect of digital signature. — Unless otherwise provided by law, an digital signature may be used to sign a writing and shall have the same force and effect as a written signature.

**Retention of Electronic Records**

If a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information that:

1. Accurately reflects the information set out in the record after it was first generated in its final form as an electronic record or otherwise; and
2. Remains accessible for later reference.

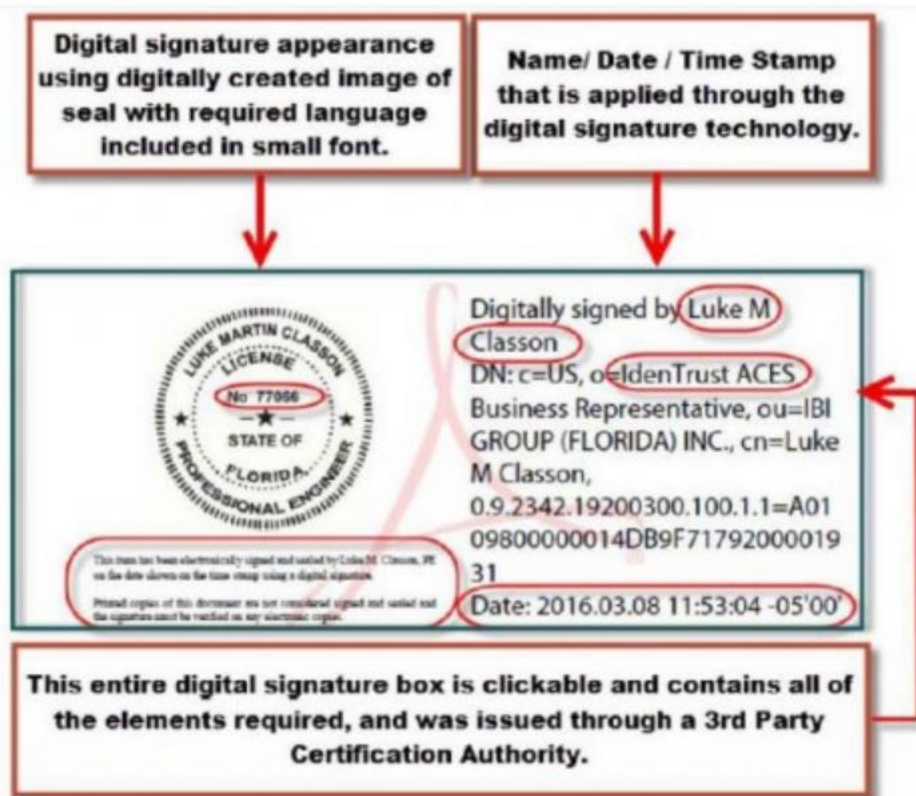


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### Procedures for Signing and Sealing Electronically Transmitted Documents

An AELS licensed professional utilizing a digital signature to electronically sign and seal engineering plans, specifications, reports or other documents shall have their identity authenticated by a certification authority and shall assure that the digital signature is:

1. Unique to the person using it;
2. Capable of verification;
3. Under the sole control of the person using it; and,
4. Linked to a document in such a manner that the digital signature and correspondingly the document is invalidated if any data in the document is changed.



Updated: February 2024

These are additional directions for sealing and signing documents:



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**Preliminary Documents** do not require sealing and signing. If they are sealed, they must be clearly identified as Preliminary or Draft Documents.

**Record Drawings** are post-construction documents that show location, layout, and other details to represent what was installed. They are useful for records retention and inventory control, and although not provided for all projects, often are required by contract, regulation, or local codes. The appropriate authority having jurisdiction should be consulted with to verify requirements.

Record Drawings are often produced from contractor and/or owner supplied information, which may be confirmed by observations, inspections and measurements by a registrant or a person acting under its responsible charge. If Record Drawings are developed from information obtained solely from the contractor or owner, they are typically not sealed by the registrant. A standard practice in these cases is for the registrant to review the redline mark-ups (sometimes called "as-builts") made to the original design drawings and, without resealing the drawings, provide an opinion on the validity or accuracy of the revised information with a disclaimer in a signature block that the revised information was produced by others. In some cases, inspection or observation of construction and preparation of Record Drawings are required by contract, regulation, or code to be performed by a registrant. In such cases, the registrant may reseal, sign and date the Record Drawings, and if applicable, provide disclaimers regarding information on the drawings.



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**Professional Conduct and Ethics**

The following laws and rules help define professional conduct and ethical requirements.

**Laws of the Board**

**Sec. 08.48.281. Prohibited practice.**

(a) A person may not practice or offer to practice the profession of architecture, engineering, land surveying, or landscape architecture in the state, or use in connection with the person's name or otherwise assume or advertise a title or description tending to convey the impression that the person is an architect, an engineer, a land surveyor, or a landscape architect, unless the person has been registered under the provisions of this chapter or, in the case of a corporation, limited liability company, limited liability partnership, or limited partnership, unless it has been authorized under this chapter.

(b) Notwithstanding (a) of this section, this chapter does not prohibit the practice of landscape architecture by a person who is not registered to practice landscape architecture if the services being performed by the person are within the scope of practice authorized by another license that is held by the person.

**Sec. 08.48.291. Violations and penalties.**

A person who practices or offers to practice architecture, engineering, land surveying, or landscape architecture in the state without being registered or authorized to practice in accordance with the provisions of this chapter, or a person presenting or attempting to use the certificate or the seal of another, or a person who gives false or forged evidence of any kind to the board or to a member of the board in obtaining or attempting to obtain a certificate, or a person who impersonates a registrant, or a person who uses or attempts to use an expired or revoked or nonexistent certificate, knowing of the certificate's status, or a person who falsely claims to be registered and authorized to practice under this chapter, or a person who violates any of the provisions of this chapter, is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$10,000, or by imprisonment for not more than one year, or by both.



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Rules of the Board

**12 AAC 36.200. Ethical standards.**

(a) In order to establish and maintain a high standard of integrity, skill, and practice in the professions of architecture, engineering, land surveying, and landscape architecture and to safeguard the life, health, property, and welfare of the public, 12 AAC 36.200 - 12 AAC 36.245 are binding upon every individual holding a certificate of registration as an architect, engineer, land surveyor, or landscape architect, and upon all partnerships, corporations, limited liability companies, limited liability partnerships, limited partnerships, or other legal entities authorized to offer or perform architectural, engineering, land surveying, or landscape architectural services in this state. 12 AAC 36.200 - 12 AAC 36.245 are binding upon every individual holding a certificate of registration as an architect, engineer, land surveyor, or landscape architect, and upon all partnerships, corporations, limited liability companies, limited liability partnerships, limited partnerships or other legal entities authorized to offer or perform architectural, engineering, land surveying, or landscape architectural services in this state.

(b) A registrant shall act with complete integrity in professional matters.

(c) A registrant may not practice architecture, engineering, land surveying, or landscape architecture if the registrant's professional competence is substantially impaired.

**12 AAC 36.210. Professional conduct.**

(a) A registrant

(1) must at all times recognize that a registrant's primary obligation is to protect the safety, health, property, and welfare of the public in the performance of his or her professional duties;

(2) must, if the registrant's professional judgment is overruled creating circumstances in which the safety, health, property, and welfare of the public are endangered, notify his or her employer, client, and other proper authority of the situation and possible consequences as may be appropriate;

(3) may perform assignments only if the registrant's associates, consultants, and employees are qualified by education, training, or experience and, if required, registered in the specific technical branches or fields involved;

(4) shall be completely truthful in all professional reports, statements, or testimony, and shall include in them all relevant and pertinent information known to the registrant;



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(5) may not knowingly associate with, or permit the use of his or her name or firm name in a business venture by a person or firm that the registrant knows or has reason to believe is engaging in business or professional practices in a fraudulent or dishonest manner;

(6) shall inform the board if he or she has knowledge or reason to believe that another person or firm might be in violation of AS 08.48, or a regulation adopted under it, and shall cooperate with the board by furnishing all further information or assistance required;

(7) may not offer or make a payment or gift to a government official, whether elected or appointed, with the intent of influencing the official's judgment in connection with a prospective or existing project in which the registrant is interested;

(8) may not knowingly design, lay out, certify, approve, or otherwise imply or certify as suitable or fit for use a project in violation of applicable federal, state, or local laws relating to the practice of architecture, engineering, land surveying, or landscape architecture;

(9) may not deliberately make a materially false statement or deliberately fail to disclose a material fact requested in connection with an application for registration or renewal of a registration issued under AS 08.48;

(10) shall make every reasonable effort to provide professional services in a complete and efficient manner so as not to unduly delay a project.

(b) If, in the course of a registrant's work on a project, the registrant becomes aware of a decision made by his or her employer or client, against the registrant's advice, which violates applicable state or municipal building laws and as a result of which the finished project will, in the registrant's judgment, materially and adversely affect the safety of the public, the registrant shall

(1) report the decision to the local building inspector or other public official charged with the enforcement of the applicable state or municipal building laws; and

(2) refuse to consent to the decision.

**12 AAC 36.220. Conflict of interest.**

(a) A registrant

(1) shall attempt to avoid all conflicts of interest with his or her employer or client but, if some conflict is unavoidable a registrant shall promptly inform his or her employer or client of the registrant's business association, interests, or circumstances that could influence the registrant's judgment or the quality of the registrant's service to the employer or client;





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(2) may not accept financial or other compensation from more than one party for services on or pertaining to the same project, unless the circumstances are fully disclosed to and agreed to by all interested parties or their authorized agents;

(3) may not solicit or accept financial or other valuable consideration from a supplier for specifying a supplier's product, unless the registrant is the vendor or supplier of the specified product and has fully disclosed that fact to the client; and

(4) may not solicit or accept gratuities from other parties dealing with the registrant's client or employer in connection with the work for which the registrant is responsible.

(b) If a registrant is in public service as a member, advisor, or employee of a government body, the registrant may not review work previously performed by the registrant or the registrant's former private sector employer.

**12 AAC 36.230. Solicitation of employment.**

(a) A registrant may not pay, solicit, nor offer, directly or indirectly, a bribe or commission for professional employment, except for payment of the usual commission for securing salaried position through a licensed employment agency.

(b) Deleted 11/18/83.

(c) A registrant may not falsify or permit misrepresentation of his or her associates' academic or professional qualifications. A registrant may not misrepresent or exaggerate his or her degree of responsibility in or for the subject matter of prior assignments. A registrant shall accurately represent his or her qualifications as required by 12 AAC 36.245(2).

(d) Brochures or other presentations incident to a registrant's solicitation of employment may not, with the intent and purpose of enhancing the registrant's qualifications and work, misrepresent pertinent facts concerning employers, employees, associates, joint ventures, or the registrant's past accomplishments.

**12 AAC 36.232. Offer to practice.**

For the purposes of AS 08.48.281, 08.48.291, 08.48.295, and 08.48.321, an "offer to practice" architecture, engineering, land surveying, or landscape architecture includes

(1) a response to a request for proposals (RFP) that contains information that could be used to qualify as a potential provider of services;

(2) a proposal in which a monetary value is suggested as the acceptable payment for services offered; or



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(3) an acceptance of employment for the purpose of providing service or work described in the "practice of architecture", "practice of engineering", "practice of land surveying", or "practice of landscape architecture" in AS 08.48.341.

**12 AAC 36.235. Advertising.**

A registrant may not advertise his or her services in a deceptive or untruthful manner.

**12 AAC 36.245. Full disclosure.**

A registrant

(1) may not issue a statement, criticism, or argument on professional matters connected with the public interest which are inspired or paid for by an interested party, unless the registrant has prefaced the comment by disclosing the identity of the party and the existence of any pecuniary interest;

(2) shall accurately represent to a prospective or existing client or employer his or her qualifications and scope of responsibility in connection with work for which the registrant is claiming credit; and

(3) may not solicit or accept a professional contract from a governmental body on which a principal or officer of the registrant's organization serves as a member, except upon public disclosure of all pertinent facts and circumstances, consent of appropriate public authority, and compliance with all other applicable laws.

**12 AAC 36.250. Standards of practice for land surveyors.**

A person who holds a current certificate of registration as a land surveyor shall at a minimum perform work that meets the Alaska Society of Professional Land Surveyors, ASPLS Standards of Practice Manual - 2013 Chapter 2, adopted by reference.

**12 AAC 36.300. Purpose of disciplinary guidelines.**

To ensure that the board's disciplinary policies are known and are administered consistently and fairly, the disciplinary guidelines in 12 AAC 36.310 - 12 AAC 36.330 are established.

**12 AAC 36.310. Violations.**

A person who, after a hearing under the Administrative Procedure Act (AS 44.62), is found to have violated a provision of AS 08.48 or this chapter, is subject to the





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disciplinary penalties listed in AS 08.01.075, including public notice of the violation and penalty in appropriate publications.

**12 AAC 36.320. Disciplinary guidelines.**

- (a) Nothing in this section prohibits the board from imposing greater or lesser penalties than those described, depending on the circumstances of a particular case.
- (b) The board will, in its discretion, issue a public reprimand in connection with a disciplinary action taken under AS 08.48 and this chapter.
- (c) The board will, in its discretion, revoke a registration or certificate in cases of
  - (1) gross negligence;
  - (2) incompetence that caused the life, health, or safety of a member of the public to be placed in jeopardy of death or injury;
  - (3) fraud or deceit in obtaining or attempting to obtain a registration or certificate.
- (d) The board will, in its discretion, suspend a registration or certificate for up to three years, followed by probation if the board considers it appropriate in cases of
  - (1) incompetence that caused property to be placed in jeopardy of loss or injury;
  - (2) incompetence that caused the design or engineering of a project to be unusable or unsafe;
  - (3) incompetence that caused a land survey to be unusable; or
  - (4) incompetence that caused undue harm.
- (e) The board, in its discretion, will suspend a registration or certificate for up to two years in cases of
  - (1) incompetence involving violation of AS 08.48 and 12 AAC 36; or
  - (2) misconduct that caused undue harm by action or nonaction.
- (f) The board will, in its discretion, suspend a registration or certificate for up to one year in cases of misconduct which caused no undue harm.
- (g) The board may impose a disciplinary sanction if, after registration in this state, the registrant has had a disciplinary action taken with respect to a license, registration, or certificate to practice engineering, architecture, land surveying, or landscape architecture in another state or territory of the United States, or a province or territory of Canada, unless such action was caused by the failure of the registrant to pay fees to that state, territory, or province.
- (h) In a board proceeding involving a disciplinary sanction under (g) of this section, certified copies of the final findings of fact, conclusions of law, an order of the authority taking the prior disciplinary action is prima facie evidence of the disciplinary action taken and the grounds for such action.



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**12 AAC 36.330. Definitions for disciplinary guidelines.**

In 12 AAC 36.320

(1) "fraud or deceit in obtaining a registration or certificate" includes

(A) giving false statements or facts or forging letters of work experience or letters of reference related to an application form or renewal notice; or

(B) intentional misrepresentation of the number of hours, months, or years of employment on an application or renewal notice;

(2) "gross negligence" means the intentional or reckless failure to perform the registrant's duties and responsibilities according to AS 08.48 or this chapter, resulting in

(A) the life, health, or safety of a member of the public being placed in jeopardy of death or injury; or

(B) a person's property being placed in jeopardy of loss or injury;

(3) "incompetence" means lacking the ability, knowledge, skills, or professional judgment to discharge the professional duties of a registrant as required by law;

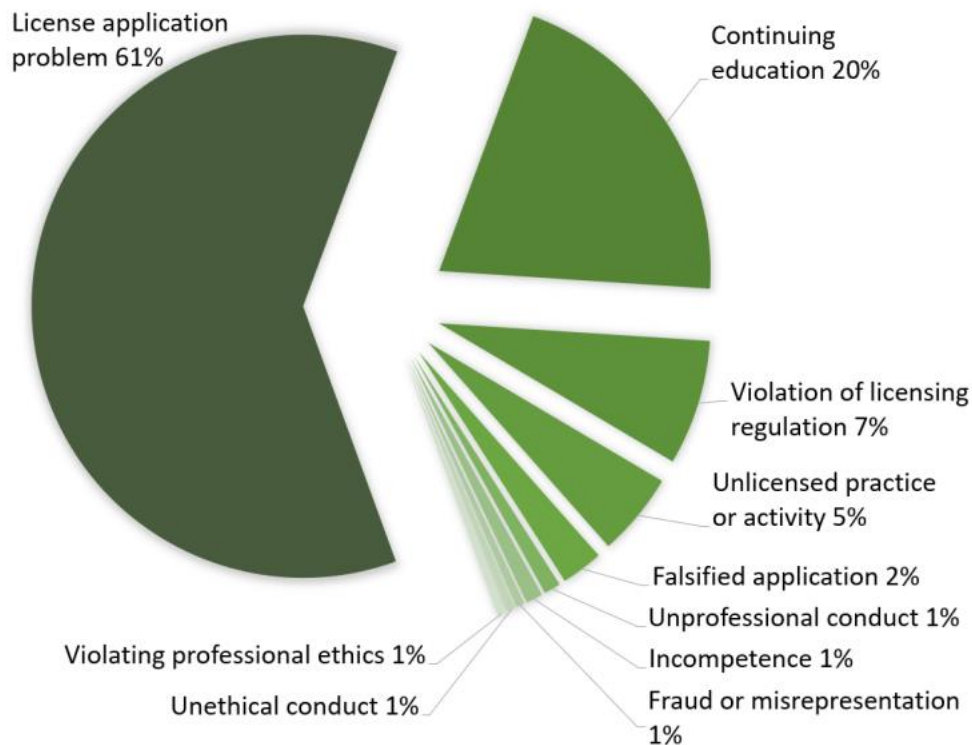
(4) "misconduct" means the failure to perform a registrant's responsibilities according to AS 08.48 and this chapter, if the failure does not constitute gross negligence.



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Board Newsletter

**COMMON LICENSING VIOLATIONS**



**Common Types of Licensing Violations**

Over the past 5 years, the AELS Board has handled 184 cases dealing with potential violations.

Not all cases result in an investigation, and of those, not all result in discipline. Cases also represent allegations that were unsubstantiated or cases closed with non-disciplinary letters.

The three most common cases (not necessarily violations) are continuing education issues, licensing application problems (or falsified applications), and violations of licensing regulations.

Licensing application problems or falsified applications refer to applications that are referred to investigations, due to a disclosure on an application, which are reviewed



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for proper disclosure and to confirm there are no additional violations of statutes and regulations. These cases make up 128 of the identified cases.

With regard to continuing education, cases are primarily a result of a failure to complete the required 24 PDHs, which presents itself in licensing audits. These cases make up 41 of the identified cases.

The third category, 'violation of licensing regulations,' constitutes a category that encompasses unspecified violations. These could be things from improper use of seals, specific violations of municipal codes related to professional work, or violations related to the assignment of a person in responsible charge. Because of the varied nature of these cases and their varying fact patterns it is hard to present a specific precautionary narrative to give registrants. Discipline can vary greatly for violations of this nature depending on the severity of the offense and other compounding/mitigating factors. These cases constitute 15 of the identified cases.



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### **Continuing Education**

Per Rules of the Board 12 AAC 36.510, the following continuing education (CE) is required every 2-year renewal period, where PDH is a professional development hour:

- Minimum 24 PDH total
- Course contents:
  - Must be in technical and professional subjects related to the scope of practice of the registrant
  - Must have a clear purpose and objective which will maintain, improve, or expand the skills and knowledge relevant to the registrant's field of practice
- Maximum 8 PDH of courses that focus on ethics or business-related activity
- Maximum 4 PDH for structured self-study (reading, videos, or courses without an exam)
- Maximum 12 PDH in a single day
- Board does NOT pre-approve providers or specific courses for engineering
- Board provides a PDH tracking log
- Board provides a "CE structured report" for activities without a PDH certificate of completion (self-study, teaching, society participation, etc.)
- No allowed carryover for next renewal
- Retain PDH records for 4 years
- Renewal date is December 31 of odd years

### **Laws and Rules**

Here is a copy-paste of the relevant laws and rules:

### **Rules of the Board**

#### **12 AAC 36.500. Purpose of continuing education.**

The purpose of the continuing education program is to maintain a continuing level of competency and standards for professional architects, engineers, land surveyors, and landscape architects, in order to promote the public health, safety, and welfare within this state.

#### **12 AAC 36.510. Continuing education requirements.**

(a) Unless exempted under 12 AAC 36.530, a registrant shall meet the continuing education requirements of 12 AAC 36.510 - 12 AAC 36.550 as a condition of the renewal, reinstatement, or reactivation of the registrant's registration.



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(b) Unless exempted under 12 AAC 36.530, a registrant seeking renewal, reinstatement, or reactivation of the registrant's registration shall submit, on a form provided by the department, a certification that the registrant has met the continuing education requirements of 12 AAC 36.510 - 12 AAC 36.550.

(c) To renew a professional architect, engineer, land surveyor, or landscape architect registration, a registrant shall obtain a minimum of 24 professional development hours during the 24 months immediately preceding that registration period.

(d) To reinstate a lapsed professional architect, engineer, land surveyor, or landscape architect registration, a registrant seeking reinstatement shall obtain a minimum of 24 professional development hours during the 24 months immediately preceding the application for reinstatement of the registrant's registration unless the registrant meets the requirements of 12 AAC 36.530(e) and obtains eight professional development hours during the 24 months immediately preceding the application for reinstatement of the registrant's registration, except as provided in AS 08.01.100(d).

(e) Repealed 10/15/2023.

(f) A professional architect, engineer, land surveyor, or landscape architect holding multiple registrations in the state is required to earn at least the minimum number of professional development hours of continuing education as those required for a single registration holder.

(g) Continuing education courses or activities are not pre-approved by the board, but must be in technical and professional subjects related to the scope of practice of the registrant.

(h) Repealed 10/15/2023.

(i) A registrant who also holds a registration as a professional architect, engineer, land surveyor, or landscape architect in another licensing jurisdiction may meet the requirements of 12 AAC 36.510 - 12 AAC 36.550 by establishing that the registrant has met the mandatory continuing education requirements for renewal of the



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professional architect, engineer, land surveyor, or landscape architect registration in the other licensing jurisdiction, if the mandatory continuing education requirements of the other jurisdiction are substantially similar to or exceed those of 12 AAC 36.510 - 12 AAC 36.550 at the time that continuing education credit is claimed.

(j) To reactivate a retired professional architect, engineer, land surveyor, or landscape architect registration, a professional architect, engineer, land surveyor, or landscape architect seeking reactivation must obtain 24 professional development hours during the 24 months immediately preceding the application for reactivation of the professional architect, engineer, land surveyor, or landscape architect registration unless the registrant meets the requirements of 12 AAC 36.530(e) and obtains eight professional development hours during the 24 months immediately preceding the application for reinstatement of the registrant's registration, except as provided in AS 08.01.100(d).

(k) If an applicant for renewal of an architect, engineer, land surveyor, or landscape architect registration fails to meet the continuing education requirements of (c) of this section on or before December 31 of the current biennium, the applicant may request an extension to complete the required professional development hours. This extension does not function as a license extension and the registrant cannot practice during this period. The applicant must

(1) submit a completed application for biennial registration renewal on a form provided by the department;

(2) pay the biennial registration renewal and continuing education extension fees established in 12 AAC 02.110;

(3) complete the required professional development hours before the first January 31st of the new biennium; and

(4) submit a continuing education audit form with documentation, acceptable to the board, showing completion of the required continuing education.

**12 AAC 36.520. Computation of continuing education credit.**

(a) The board has final authority with respect to the acceptance of courses, activities, credits, professional development hour values, and other methods of earning continuing education credits. Continuing education credit is computed as follows:





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(1) credit for college approved courses is based upon course credit established by the college and contingent upon receipt of a passing grade; for college approved courses,

(A) one unit of college semester credit equals 45 professional development hours;

(B) one unit of college quarter credit equals 30 professional development hours;

(2) credit for qualifying courses or activities including seminars, in-house workshops, and other professional presentations is based on one professional development hour for each hour of attendance;

(3) each hour of teaching equals two hours of credit for teaching under (1) and (2) of this subsection, full-time faculty may not claim teaching credit associated with the registrant's regular duties;

(4) credit for published papers, articles, or books is

(A) based on one professional development hour for each hour of professional preparation of the paper, article, or book; and

(B) based on one professional development hour for each hour of technical or peer review of the paper, article, or book;

(5) up to eight hours annually may be credited for participation in each professional and technical organization; credit may be claimed for a year of service as an officer or in active participation in a committee of the organization, based on one professional development hour for every two hours of service or participation in each organization;

(6) up to 10 professional development hour may be credited for each patent awarded;

(7) up to eight professional development hours may be credited for successfully completing a course or activity that has content areas focusing on ethics or business-related activity, improving a registrant's business practice or operations, or advancing professionally related skills and practices as applicable to the practice of the registrant;

(8) up to one professional development hour may be credited for each hour of outreach activity the registrant completes;

(9) up to four hours annually may be credited for structured self-study in the subject for which the registrant holds a registration;

(10) not more than 12 professional development hours may be claimed on a single calendar day;

(11) fractions of hours are rounded down to the nearest half hour.





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(b) Repealed 10/15/2023.

**12 AAC 36.530. Exemptions.**

(a) A professional architect, engineer, land surveyor, or landscape architect is exempt from the continuing education requirements of 12 AAC 36.510 - 12 AAC 36.550 for the first biennial registration renewal period following initial issuance of the professional architect, engineer, land surveyor, or landscape architect registration.

(b) A registrant is exempt from the continuing education requirements of 12 AAC 36.510 - 12 AAC 36.550 for renewal of the professional architect, engineer, land surveyor, or landscape architect registration for the biennial registration period immediately following a period of service by the registrant on active duty in the armed forces of the United States exceeding 120 consecutive days within a 12-month period.

(c) A registrant who is in retired status under 12 AAC 36.115 is exempt from the continuing education requirements of 12 AAC 36.510 - 12 AAC 36.550 during the time the registrant is retired, except that a retired registrant who wishes to return to active practice as a professional architect, engineer, land surveyor, or landscape architect must meet the requirements of 12 AAC 36.115, including continuing education requirements applicable under 12 AAC 36.510(j).

(d) A registrant may request an exemption from the continuing education requirements of 12 AAC 36.510 - 12 AAC 36.550 by submitting a written request to the board that describes the reasons for the request and includes supporting documentation. If the board finds good cause, the board will grant an exemption under this subsection to a registrant who is experiencing a physical disability, serious illness, family emergency, or other extenuating circumstance.

(e) A professional architect, engineer, land surveyor, or landscape architect is partially exempt from the continuing education requirements of 12 AAC 36.510 - 12 AAC 36.550 if that individual has been registered as a professional architect, engineer, land surveyor, or landscape architect for a duration of 30 or more years in a NCEES, NCARB, or CLARB recognized jurisdiction. The individual must complete eight hours per biennial licensing period.



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**12 AAC 36.540. Record keeping and review of records.**

(a) A professional architect, engineer, land surveyor, or landscape architect shall maintain records that may be used to verify professional development hours claimed under 12 AAC 36.510 - 12 AAC 36.550. These required records include

(1) a log showing the course or activity claimed, the sponsoring organization, the duration of the course or activity, the activity title and description of content; and

(2) a board-approved continuing education structured report for publishing, teaching, presenting, active participation in professional and technical societies, in-house programs, patents, outreach activities, and structured self-study.

(b) Records required under (a) of this section must include sufficient detail to permit verification during an audit, and must be maintained for at least four years from the date that the course or activity was completed.

(c) The board may request at any time that a registrant provide proof of compliance with the continuing education requirements of 12 AAC 36.510 - 12 AAC 36.550. A registrant must provide a copy of the records required under (a) of this section to the board not later than 30 days after receipt of a request for the records.

(d) Audits of compliance of registrant continuing education requirements will be conducted in accordance with 12 AAC 02.960.

**12 AAC 36.550. Definitions.**

In 12 AAC 36.500 - 12 AAC 36.550, unless the context requires otherwise,

(1) "college" includes a community college and a university;

(2) "continuing education unit" means a unit of credit customarily used for continuing education courses; for purposes of this paragraph, one continuing education unit equals 10 contact hours in an approved continuing education course;

(3) repealed 10/15/2023;

(4) repealed 10/15/2023;

(5) "professional development hour" means not less than 50 minutes of instruction or presentation in a continuing education course or activity that meets the requirements of 12 AAC 36.510;



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(6) "ethics or business-related course or activity" means a qualifying course or activity with content areas related to

- (A) awareness of ethical concerns and conflicts;
- (B) familiarity with the codes of conduct;
- (C) understanding of standards of practice;
- (D) project management and risk-management; or

(E) other similar topics aimed at maintaining, improving, or expanding the skills set and knowledge relevant to the registrant's field and methods of practice;

(7) "outreach activity" includes active participation in educational outreach activities pertaining to professional licensure or the architecture, engineering, land surveying, or landscape architecture professions that involve K-12 or higher education students;

(8) "qualifying course or activity"

(A) means a course or activity

(i) with a clear purpose and objective; and

(ii) that will maintain, improve, or expand the skills and knowledge relevant to the registrant's field of practice;

(B) does not include regular duties;

(9) "structured self-study" means time spent engaging in self-guided professional development.

### Board Website FAQs

How many hours are required?

24 hours every biennium

Do all hours have to be HSW?

Not anymore, but they do have to be related to the professionals' scope of practice.

Do you still allow for carry-forward PDH's?

No, for AEELS to keep in line with the model rules for the national organizations it partners with, none of which allow for carry-forward hours, AEELS repealed regulation 12 AAC 36.510(e) allowing for 12 carry-forward hours per biennium.

Will you allow me to count my carryforward hours I claimed on the 2022-2023 renewal application toward my PDH's for this renewal application?



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Yes, any carry-forward claimed on the last renewal application can be counted toward the 24 PDHs for this renewal cycle.

Are there any new exemptions?

Yes – a NEW partial exemption – for those who have been licensed for 30 or more years in a CLARB, NCARB, or NCEES recognized jurisdiction.

I have two licenses, but I only have had one of my licenses more than 30 years.

Does the partial exemption apply to all my AELS licenses?

Yes. If you have had one AELS license for more than 30 years, the partial exemption applies to all the AELS licenses you hold.

Does the board pre-approve courses?

No, the board still does not preapprove courses.

Are there any new activities that will count for PDHs?

- Peer review of papers, articles, and books
- Up to 8 hours of course that focuses on ethics or business-related activity
- Up to 4 hours for structured self-study\* in the subject for which the registrant holds a registration
- Outreach activities done by registrant

What is considered a “qualifying course or activity?”

(A) Means a course or activity:

- i. With a clear purpose and objective; and
- ii. That will maintain, improve, or expand the skills and knowledge relevant to the registrant’s field of practice

(B) Does not include regular duties

What is an ethics or business-related activity?

Ethics or business-related course or activity means a qualifying course or activity with content areas related to:

- (A) Awareness of ethical concerns and conflicts;
- (B) Familiarity with the codes of conduct;
- (C) Understanding of standards of practice
- (D) Project management and risk-management; or



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(E) Other similar topics aimed at maintaining, improving or expanding the skills set and knowledge relevant to the registrant's field and methods of practice

What is a structured self-study?

Means time spent engaging in self-guided professional development

What is an outreach activity?

Includes active participation in educational outreach activities pertaining to professional licensure or the architecture, engineering, land surveying, or landscape architecture professions that involve K-12 or higher education students

How do I report these new allowable activities?

New activities will be reported on the new Continuing Education Structured report that will be posted to the AELS Continuing Education webpage on October 15, 2023.

Will there be a new Continuing Education Log?

Yes, the new CE log will be posted to the AELS Continuing Education webpage on October 15, 2023.

What if I have a question that is not listed here?

Email [aelsboard@alaska.gov](mailto:aelsboard@alaska.gov) with any further questions you may have.



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Board Provided Continuing Education Log

Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing  
Board of Registration for Architects, Engineers and Land Surveyors  
PO Box 110806, Juneau, AK 99811  
Phone: (907) 465-2550  
Email: [AELSBoard@Alaska.Gov](mailto:AELSBoard@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors](http://ProfessionalLicense.Alaska.Gov/BoardOfArchitectsEngineersAndLandSurveyors)

**Continuing Education Log: Architects, Engineers, Land Surveyors, & Landscape Architects**

Biennial Renewal Period Ending December 31, 2023

All continuing education courses or activities must be in technical and professional subjects related to the scope of practice of the registrant. Activities that require a Continuing Education Structured Report include: Teaching/presenting, publishing, self-study (structured), society participation, patents, outreach activities, and in-house programs. This form may be duplicated if necessary. The Board may request additional verification records in accordance with 12AAC 36.540.

Registrant Name:		Registration Number:			
Date of Activity	Activity Title (Some activities require the submission of a Continuing Education Structured Report. See activity list in the paragraph above.)	CE Structured Report (If Applicable)	Sponsoring Organization	Description	Unit of Credit or Professional Development Hours (PDHs) Earned
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
		<input type="checkbox"/> Yes <input type="checkbox"/> N/A			
Copy this form or attach additional pages as necessary.					Total PDHs Earned:



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Board Provided CE Structured Report

Only needed for activities with no PDH certificate of completion.

**Continuing Education Structured Report**

Licensees must complete continuing education (CE). Proof of obtaining the required CE is required for each activity. For CE activities that do not have a method to show how the participant obtained the CE (e.g. a certificate of completion or a transcript), a Board-approved CE Structured Report may be completed by a licensee to show they obtained the CE for (e.g. publishing, teaching, presenting, active participation in professional and technical societies, in-house programs, patents, outreach activities, and structured self-study) The CE Structured Report must be maintained by the licensee as required by AAC 36.500.\*

<b>Full Legal Name:</b>		<b>License Number:</b>	
<b>Select One:</b>	<input type="checkbox"/> Teaching/Presenting <input type="checkbox"/> Publishing <input type="checkbox"/> Structured Self-Study <input type="checkbox"/> Society Participation <input type="checkbox"/> Patents <input type="checkbox"/> Outreach Activities <input type="checkbox"/> In-House Programs		
<b>Location:</b>		<b>Date:</b>	
<b>Activity Title:</b>		<b>Hours:</b>	

\*Additional documentation may be requested if selected for audit.

1. Description of content:

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2. How did this increase or update knowledge of technical and professional subjects related to the scope of practice of the licensee?

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3. Sponsor/Publisher/Provider name and contact information, as applicable:

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**Signature**

I attest that the above is a true and accurate accounting of the continuing education activity I have completed.

<b>Licensee Signature:</b>		<b>Date Signed:</b>	
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Alaska Laws and Rules for Engineers  
A SunCam online continuing education course

### **Helpful References**

*Alaska Board of Architects, Engineers, and Land Surveyors*

Board website:	<a href="https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofarchitectsengineersandlandsurveyors.aspx">https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofarchitectsengineersandlandsurveyors.aspx</a>
Address Change:	<a href="https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/NameAddressChange.aspx">https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/NameAddressChange.aspx</a>
Renewal:	<a href="https://professionallicense.alaska.gov/mylicense">https://professionallicense.alaska.gov/mylicense</a>
Laws & Rules:	<a href="https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors/StatutesandRegulations.aspx">https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors/StatutesandRegulations.aspx</a>
Laws of the Board:	<a href="https://www.akleg.gov/basis/statutes.asp#08.48.000">https://www.akleg.gov/basis/statutes.asp#08.48.000</a>
Rules of the Board:	<a href="https://www.akleg.gov/basis/aac.asp#12.36">https://www.akleg.gov/basis/aac.asp#12.36</a>
FAQs:	<a href="https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors/FAQs.aspx">https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors/FAQs.aspx</a>