



**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)

## Verification of Work Experience — Land Surveyor by Comity

Work experience forms and letters of reference must bear the signed and dated PLS stamp (seal) of the verifier. The work experience forms and letters must be faxed, mailed, or emailed directly from the signer to the Juneau office.

If you have at least five years of post-registration experience, in lieu of work experience verifications, you may provide two current letters of reference from registered land surveyors in the same discipline for which you are applying to verify that experience. The letters should address:

- your professional experience on projects;
- your ability and character;
- their professional association to you;
- how long they have been an associate of yours (minimum of 5 years);

→ **Applicant:** Please complete the identifying information below and forward a copy of this form to your employer or supervisor where you obtained your work experience. *Make additional copies of this form, as needed.*

<b>Applicant Name:</b>			
<b>Start Date:</b>		<b>End Date:</b>	
<b>Less Employment Gaps of Two or More Months:</b>		<b>Total Months Verified:</b>	
<p>No more than 12 months education or experience may be counted in any 12-month period. If you went to school full-time for a school year, you may count that time as a full year for education, but no summer experience may be counted toward "work experience" (12 AAC 36.064 (b) and 12 AAC 36.065(f)).</p> <p>Any gaps of employment for any reason during the time frame below in excess of two continuous months must be subtracted from the "Months" above.</p>			
<b>Field Work Experience</b>		<b>Start Date</b>	<b>End Date</b>
<input type="checkbox"/> <b>Control or Geodetic Surveys</b>			
<input type="checkbox"/> <b>Topographic Surveys</b>			
<input type="checkbox"/> <b>Staking Property Boundaries</b> (Location and monumentation)			
<input type="checkbox"/> <b>Construction Layout</b> (Including building trades experience)			
<input type="checkbox"/> <b>Professional Judgement Decisions</b> (Regarding placement of lines or corners)			
<input type="checkbox"/> <b>Other:</b> _____			

Office Work Experience	Start Date	End Date
<input type="checkbox"/> <b>Boundary Computations</b>		
<input type="checkbox"/> <b>Field Note Reduction</b>		
<input type="checkbox"/> <b>Subdivision Design</b> (And property description preparation)		
<input type="checkbox"/> <b>Survey Project Administration</b> (As project manager)		
<input type="checkbox"/> <b>Plat and Deed Research</b> (Title research)		
<input type="checkbox"/> <b>Other:</b> _____		
Supervisor Experience	Estimated Percentage of Time Supervising	
<input type="checkbox"/> <b>Supervision of Field Party</b>		
<input type="checkbox"/> <b>Supervision of Office Personnel</b>		

→ **Verifiers of Work Experience:**

Please complete this bottom part for the applicant identified above and return the form directly to the Board of Registration for Architects, Engineers and Land Surveyors at the letterhead address or email.

<b>Applicant Name:</b>		<b>Job Title:</b>	
<b>Business Name:</b>			
<b>Job Duties:</b>			
<b>Describe the work the applicant performed, and his/her responsibilities:</b>			
<b>What professional association did you have with the applicant?</b>			
<b>If the professional association is anything other than supervisor, please provide an explanation as to how this professional association allowed you to review/supervise the responsible charge experience:</b>			

<b>1. Would you employ this applicant in a position of trust?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>2. Do you recommend the applicant for professional registration?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>3. Using the period of employment from page 1, how many months were considered “sub-professional” work?</b>		
<i>Sub-professional work means time spent working in design support or construction related employment.</i>		
<b>4. Using the period of employment from page 1, how many months were considered “professional” work?</b>		
<i>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 sub-professional work.</i>		
<b>5. Of the time considered “professional” work, how many months was the applicant in a position of “responsible charge”?</b>		
<p><i>Only PLSs may verify “responsible charge” experience. Responsible charge may be gained either in the field or in the office.</i></p> <p><i>Responsible charge means:</i></p> <ul style="list-style-type: none"> <li><i>In the field, the applicant must have had the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant had to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his/her superiors and where the applicant had to supply solutions to deficiencies in plans or had to correct errors in design without first referring them to higher authority for approval, except where the approval is a matter of form.</i></li> <li><i>In the office, the applicant must have had to undertake investigations or carry out assignments which demand resourcefulness and originality, or make plans, write specifications, and direct drafting and computations for the design of architectural, engineering, or land surveying work with only rough sketches, general information and field measurements for reference.</i></li> </ul> <p><b>Note:</b> The total months for sub-professional and professional experience should equal the total months during the period of employment indicated. Responsible charge experience is a subset of professional experience and should be less than or equal to the number of months entered for question number 4.</p>		
<b>6. In your opinion, has the applicant had professional experience on any projects?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please name one:</b>		
<b>7. Are you a professional land surveyor?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>AS 08.48.341(13):</b> “Practice of land surveying” means the teaching of land surveying courses at an institution of higher learning, or any service or work the adequate performance of which involves the application of special knowledge of the principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence of the act of measuring and locating land, geodetic and cadastral surveys for the location and monumentation of property boundaries, for the platting and planning of land and subdivisions of land, including the topography, alignment, and grades for streets, and for the preparation and perpetuation of maps, record plats, field note records and property descriptions that represent these surveys.</p>		
<b>8. Were you registered at the time you supervised the applicant?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. Was the applicant continuously employed during the calendar months stated on the first page?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. If no stamp or seal is available below, please state the reason why:</b>		

## Work Experience Summary

<b>Total Field Work:</b> (# Months)			
<b>Field Work Eligible as “Responsible Charge”</b> (# Months):		<b>Field Work Not Eligible as “Responsible Charge”</b> (# Months):	
<b>Total Office Work:</b> (# Months)			
<b>Office Work Eligible as “Responsible Charge”</b> (# Months):		<b>Office Work Not Eligible as “Responsible Charge”</b> (# Months):	

## Signature

Professional Seal	<b>Signature:</b>		<b>Date Signed:</b>	
	<b>Printed Name:</b>		<b>Title:</b>	
	<b>Email:</b>		<b>Phone:</b>	
	<b>Registration State:</b>		<b>Registration Number:</b>	