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**OFFICE OF THE LIEUTENANT GOVERNOR
ALASKA**

M E M O R A N D U M

TO: Sara Chambers, Boards and Regulations Advisor
Department of Commerce, Community and Economic Development

FROM: April Simpson, Alaska Administrative Code Coordinator 
Office of the Lieutenant Governor

DATE: March 19, 2025

RE: Filed Permanent Regulations: Department of Commerce, Community and Economic Development

Department of Commerce, Community & Economic Development regulations re: Non-boarded Licensing Programs (12 AAC 05, 30, 42, 46, 50, 76)

Attorney General File:	2024200404
Regulation Filed:	3/19/2025
Effective Date:	4/18/2025
Print:	254, July 2025

cc with enclosures:

Beth Parsons, Paralegal 2
Department of Law

Bob Dame, Alaska Legal Analyst
LexisNexis

Sylvan Robb, Division Director
Department of Commerce, Community and Economic Development

Stefanie Davis, Regulations Specialist
Department of Commerce, Community and Economic Development



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Law

CIVIL DIVISION

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March 18, 2025

The Honorable Nancy Dahlstrom
Lieutenant Governor
State of Alaska
P.O. Box 110015
Juneau, AK 99811-0015

Re: *12 AAC 05, 30, 42, 46, 50, 76: DCCED - Non-boarded Licensing Programs*
Our file: 2024200404

Dear Lieutenant Governor Dahlstrom:

The Department of Law has reviewed the attached regulations of the Department of Commerce, Community and Economic Development against the statutory standards of the Administrative Procedure Act. Based upon our review, we find no legal problems. This letter constitutes the written statement of approval under AS 44.62.060(b) and (c) that authorizes your office to file the attached regulations. The regulations were adopted by the Department of Commerce, Community and Economic Development after the close of the public comment period.

The regulations concern general occupational licensing functions for several programs regulated by the department rather than a board.

The December 15, 2024 public notice and the February 14, 2025 adoption order both state that this action is not expected to require an increased appropriation. Therefore, a fiscal note under AS 44.62.060 is not required.

We have made some technical corrections to conform the regulations in accordance with AS 44.62.060. The corrections are incorporated into the attached copy of the regulations.

Sincerely,

TREG TAYLOR
ATTORNEY GENERAL

By: **Rebecca C. Polizzotto**
Rebecca C. Polizzotto
Chief Assistant Attorney General
Legislation, Regulations, and
Legislative Research Section

Digitally signed by
Rebecca C. Polizzotto
Date: 2025.03.18
13:36:00 -08'00'

SCW/fcb

CC w/enclosure: Stefanie Davis, Regulations Specialist
Department of Commerce, Community and Economic Development

Patty Burley, Assistant Attorney General
Department of Law

Steven C. Weaver, Assistant Attorney General
Department of Law

ORDER ADOPTING CHANGES TO
REGULATIONS OF THE DEPARTMENT OF COMMERCE,
COMMUNITY, AND ECONOMIC DEVELOPMENT

The attached eight pages of regulations, dealing with updating general occupational licensing function regulations for various non-boarded programs throughout the Division, are adopted and certified to be a correct copy of the regulation changes that the Department of Commerce, Community, and Economic Development adopts under the authority of AS 08.01.060, AS 08.01.065, AS 08.01.100, AS 08.06.020, AS 08.06.030, AS 08.06.070, AS 08.06.100, AS 08.42.010, AS 08.42.050, AS 08.42.085, AS 08.45.100, AS 08.70.050, AS 08.70.090, AS 08.70.110, AS 08.76.110, AS 08.76.140, and AS 08.76.470 and after compliance with the Administrative Procedure Act (AS 44.62), specifically including notice under AS 44.62.190 and 44.62.200 and opportunity for public comment under AS 44.62.210.

This action is not expected to require an increased appropriation.

On the record, in considering public comments, the Department of Commerce, Community, and Economic Development paid special attention to the cost to private persons of the regulatory action being taken.

The regulation changes described in this order take effect on the 30th day after they have been filed by the lieutenant governor, as provided in AS 44.62.180.

DATE: 2/14/2025

DocuSigned by:



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Sylvan Robb, Director
Division of Corporations, Business and
Professional Licensing

April Simpson for

FILING CERTIFICATION

I, Nancy Dahlstrom, Lieutenant Governor for the State of Alaska, certify that on March 19, 2025, at 1:42p.m., I filed the attached regulations according to the provisions of AS 44.62.040 - 44.62.120.

for 
Nancy Dahlstrom, Lieutenant Governor

Effective: April 18, 2025

Register: 254, July 2025

FOR DELEGATION OF THE LIEUTENANT GOVERNOR'S AUTHORITY

I, NANCY DAHLSTROM, LIEUTENANT GOVERNOR OF THE STATE OF ALASKA, designate the following state employees to perform the Administrative Procedures Act filing functions of the Office of the Lieutenant Governor:

April Simpson, Regulations and Initiatives Specialist

IN TESTIMONY WHEREOF, I have signed and affixed the Seal of the State of Alaska, in Juneau, on May 15th, 2023.



A handwritten signature in blue ink, reading "Nancy Dahlstrom", is written over a horizontal dotted line.

**NANCY DAHLSTROM
LIEUTENANT GOVERNOR**

Chapter 05. Acupuncture.

12 AAC 05.100 is amended to read:

12 AAC 05.100. Application requirements. An applicant for a license to practice acupuncture shall document compliance with the requirements in AS 08.06.020 and [AS] 08.06.030(a) by submitting

(1) a complete application on a form provided by the department;

(2) the applicable fees established under 12 AAC 02.108;

(3) [TWO LETTERS OF REFERENCE ATTESTING TO THE APPLICANT'S GOOD MORAL CHARACTER;

(4)] a certified copy of a transcript from an approved school of acupuncture verifying the applicant's course of study, if **the applicant is using education to qualify** [APPLICABLE];

(4) [(5)] official verification of a license from each jurisdiction where the applicant holds or has ever held a license to practice acupuncture, **if applicable**; the verification must be sent directly to the department and include information on any disciplinary proceedings or unresolved complaints against the applicant;

(5) [(6)] a certified copy of the applicant's diplomate of acupuncture certificate issued by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) or a letter from the NCCAOM verifying that the applicant is qualified for a diplomate of acupuncture certificate; **and**

(6) an attestation from the applicant that states that the applicant

(A) has not committed an action that could be grounds for imposition of disciplinary sanctions under AS 08.06.070; and

(B) is not under investigation for an action that could be grounds for imposition of disciplinary sanctions under AS 08.06.070. (Eff. 2/8/95, Register 133; am 12/25/2019, Register 232; am 2/16/2024, Register 249; am 4 / 18 / 2025, Register 254)

Authority: AS 08.06.020 **AS 08.06.070** AS 08.06.100
AS 08.06.030

Chapter 30. Dispensing Opticians.

12 AAC 30.900 is amended to read:

12 AAC 30.900. Verifications. Verification of [CURRENT LICENSURE, EXAMINATIONS OR] training of an applicant as required in 12 AAC 30.070 - 12 AAC 30.125, shall be certified or notarized documentation supplied to the department by

[(1) ANOTHER JURISDICTION'S LICENSING BOARD; OR

(2) WHEN APPLICABLE,] a licensed supervisor. (Eff. 4/22/83, Register 86; am 5/25/2000, Register 154; am 12/25/2019, Register 232; am 4 / 18 / 2025, Register 254)

Authority: AS 08.71.055 AS 08.71.130 AS 08.71.145
AS 08.71.110

Chapter 42. Naturopaths.

12 AAC 42.040(a) is amended to read:

(a) A license to practice naturopathy **must be renewed biennially on or before a date set by the division** [EXPIRES ON MARCH 31 OF EVEN-NUMBERED YEARS]. **The** [A

Register 254, July 2025 PROFESSIONAL REGULATIONS

LICENSE MAY BE RENEWED BY THE] division may renew a license [,] if the licensee continues to meet the requirements of AS 08.45 and this chapter.

(Eff. 7/28/94, Register 131; am 4 / 18 / 2025, Register 254)

Authority: AS 08.01.100 AS 08.45.100

12 AAC 42.050 is amended to read:

12 AAC 42.050. Reinstatement of a lapsed license. The division will reinstate a license that has been lapsed for [MORE THAN 60 DAYS BUT] less than five years if the applicant

(1) submits a completed renewal application on a form provided by the division;

and

(2) [PAYS THE PENALTY FEE REQUIRED IN 12 AAC 02.105; AND

(3)] pays the license renewal fee required in 12 AAC 02.270 for the current

renewal period and each licensing period since the date the license lapsed. (Eff. 7/28/94,

Register 131; am 4 / 18 / 2025, Register 254)

Authority: AS 08.01.100 AS 08.45.100

Chapter 46. Nursing Home Administrators.

12 AAC 46.010(a)(2) is amended to read:

(2) have **an associate** [A BACCALAUREATE] or higher degree in a **health care** [HEALTH-CARE] or business related field from a college or university that is accredited by a national or regional accrediting association recognized by the United States Secretary of Education;

12 AAC 46.010(b) is amended to read:

(b) To meet the experience and training requirements for an initial license as a nursing home administrator, an applicant must [HAVE COMPLETED EITHER]

(1) **have completed** a minimum of 12 months of experience in health care facility management that meets the requirements of (c) of this section; the 12 months of experience need not be consecutive; [OR]

(2) **have completed** an administrator-in-training (AIT) program that meets the requirements in 12 AAC 46.041 or an AIT program approved by another licensing jurisdiction; **or**

(3) hold a valid and active Health Care Services Executive credential issued by the National Association of Long Term Care Administrator Boards (NAB).

(Eff. 5/13/77, Register 62; am 12/17/79, Register 73; am 8/17/97, Register 143; am 4 / 18 / 2025, Register 254)

Authority: AS 08.70.050

12 AAC 46.020(b) is amended to read:

(b) **An** [TO BE SCHEDULED FOR AN EXAMINATION, AN] applicant shall file [WITH THE DEPARTMENT] the items **set out under** [LISTED IN] (a) of this section **with the department for approval to take an** [AT LEAST 45 DAYS BEFORE THE DATE SET FOR THAT] examination.

12 AAC 46.020(c) is amended to read:

(c) An applicant for an initial nursing home administrator license without examination as provided in AS 08.70.110(b) shall submit the items **set out under** [LISTED IN] (a) of this section and arrange for the submission of

[(1) EVIDENCE, DIRECTLY FROM THE PROFESSIONAL EXAMINATION SERVICE, THAT THE APPLICANT HAS PASSED THE LICENSING EXAMINATION REQUIRED BY 12 AAC 46.030 WITH A SCORE AT LEAST EQUIVALENT TO THE SCORE RECOMMENDED BY THE NATIONAL ASSOCIATION OF BOARDS OF EXAMINERS OF LONG TERM CARE ADMINISTRATORS AS THE PASSING POINT FOR THAT ADMINISTRATION OF THE EXAMINATION; AND

(2)] verification that the applicant holds a current nursing home administrator license in good standing in another licensing jurisdiction that was issued based upon standards at least equivalent to those in 12 AAC 46.010. **Verification** [; VERIFICATION] must be sent to the department directly from the licensing agency in that jurisdiction. (Eff. 5/13/77, Register 62; am 12/17/79, Register 73; am 8/17/97, Register 143; am 12/2/99, Register 152; am 4 / 18 / 2025, Register 254)

Authority: AS 08.70.050 AS 08.70.090 AS 08.70.110

12 AAC 46.041(b)(2) is amended to read:

(2) require completion of all the activities and forms provided in the **National Association of Long Term Care Administrator Boards' (NAB) National Administrator Residency/AIT Program Manual (2021 Edition)**, [NAB FIVE-STEP PROGRAM

ADMINISTRATOR IN TRAINING INTERNSHIP MANUAL (1997 EDITION), WHICH IS] adopted by reference;

12 AAC 46.041(b)(3) is amended to read:

(3) **consist of at least 1,000 hours of training and education** [BE A MINIMUM OF SIX MONTHS IN DURATION]; and

12 AAC 46.041 is amended by adding a new subsection to read:

(d) An applicant who has initiated or completed an AIT program without prior approval by the department may submit an application for licensure under this section if

(1) the AIT program

(A) was completed not more than 12 months before the date the application is submitted to the department; or

(B) will be completed not more than two years after the date the application is submitted to the department; and

(2) the application demonstrates how the criteria in this section have been met; the department may require additional information to determine that the applicant meets the criteria of this section. (Eff. 8/17/97, Register 143; am 4 / 18 / 2025, Register 254)

Authority: AS 08.70.050

Editor's note: The **National Association of Long Term Care Administrator Boards' (NAB) National Administrator Residency/AIT Program Manual** [NAB FIVE-STEP PROGRAM *ADMINISTRATOR IN TRAINING INTERNSHIP MANUAL*] referenced in 12 AAC 46.041 is available **on the National Association of Long Term Care Administrator Boards (NAB)**

website at <http://www.nabweb.org/seeking-licensure/ait-information/ait-program-manual>

or by contacting NAB by electronic mail at nab@nabweb.org [FROM NAB

PUBLICATIONS, 808 17TH STREET, NW, SUITE 200, WASHINGTON, DC 20006].

12 AAC 46.051(a)(3) is amended to read:

(3) agree, in writing, to fulfill the duties and responsibilities of a preceptor, as **set out** [OUTLINED] in the **National Association of Long Term Care Administrator Boards' (NAB) National Administrator Residency/AIT Program Manual (2021 Edition)**, [*NAB FIVE-STEP PROGRAM ADMINISTRATOR IN TRAINING INTERNSHIP MANUAL (1997 EDITION)*], WHICH IS] adopted by reference.

(Eff. 8/17/97, Register 143; am 4/18/2025, Register 254)

Authority: AS 08.70.050

Editor's note: The **National Association of Long Term Care Administrator Boards' (NAB) National Administrator Residency/AIT Program Manual** [*NAB FIVE-STEP PROGRAM ADMINISTRATOR IN TRAINING INTERNSHIP MANUAL*] referenced in 12 AAC 46.051 is available **on the National Association of Long Term Care Administrator Boards (NAB) website at <http://www.nabweb.org/seeking-licensure/ait-information/ait-program-manual>** **or by contacting NAB by electronic mail at nab@nabweb.org** [FROM NAB PUBLICATIONS, 808 17TH STREET, NW, SUITE 200, WASHINGTON, DC 20006].

Chapter 50. Mortuary Science.

12 AAC 50.100(a)(3) is amended to read:

(3) **an attestation that the embalmer or funeral director is** [EVIDENCE OF BEING] able to provide a work environment that will provide the trainee with the skills and proficiency required to be licensed as an embalmer or a funeral director.

(Eff. 12/2/99, Register 152; am 8/6/2006, Register 179; am 4 / 18 / 2025, Register 254)

Authority: AS 08.42.010 AS 08.42.050 AS 08.42.085

Chapter 76. Pawnbrokers.

The introductory language of 12 AAC 76.200 is amended to read:

12 AAC 76.200. Pawnbroker license renewal. A pawnbroker license must be renewed biennially on or before **a date set by the department** [DECEMBER 31 OF EVERY ODD-NUMBERED YEAR]. **To** [IN ORDER TO] renew a license, an applicant must submit

...

(Eff. 7/1/2011, Register 198; am 4 / 18 / 2025, Register 254)

Authority: AS 08.01.060 AS 08.01.100 AS 08.76.140
AS 08.01.065 AS 08.76.110 AS 08.76.470