

General Information

Board/Commission and seat you are seeking:
Professional Counselors Board, public

Additional Boards/Commissions of interest:
None

State Boards/Commissions on which you have served:
none

First Name Eleanor	Middle Name	Last Name Vinson
Mailing Address [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Military Service		

Conflict of Interest

Full disclosure of personal financial data under AS 39.50.010 is required for certain boards and commissions. Are you willing to provide this information if required for the board or commission which you are applying?
Yes

Service in a public office is a public trust. The Ethics Act (AS 39.52.110) prohibits substantial and material conflicts of interest. Is it possible that you or any member of your family will benefit financially by decisions to be made by the board or commission for which you are applying? If you answer 'yes' to this question you MUST explain the potential financial benefit.
No

Please explain the potential financial benefit

Employment History

Employment work history including paid, unpaid, or voluntary.

10/2003 – 05/2014 State of Alaska Occupational Licensing Examiner
06/2000 – 08/2002 Dept of Commerce, Community & Economic Development
PO Box 110806
Juneau, Alaska 99811

Licensing Examiner for the Alaska State Board Architects, Engineers, and Surveyors and, later, for the Alaska State Board of Professional Counselors, Alaska State Board of Nursing, Alaska State Board of Marital & Family Counselors, and the Alaska State Board of Social Work Examiners.
Processing incoming applications, license verifications, and telephone calls regarding licensure of these professions in the State of Alaska (according to Statutes and Regulations, policies and procedures)
Check minimum qualifications, verify information and issue temporary and permanent licenses.
Provide direct client services regarding licensing; assist applicants with their questions; interpret and explain statutes and regulations.
Plan travel and accommodations for Board members; complete all Travel Authorization paperwork.
Attend and record Professional Licensing Meetings; take notes; write minutes.
Handle confidential records, information, and documents related to licenses.
Assist with changes in regulations.
Maintain statistical information and prepare annual report on statistics.
Data entry of all new licenses, information changes, and renewals.

Education, Training, Experience & Qualifications

List both formal and informal education and training experiences: Bachelor of Science in Sociology Numerous short training while employed with the State of Alaska (now retired):		
Bachelor's Degree Criminal Justice/Sociology	Montana State University Bozeman, Montana	
Sophomore Standing (2 year degree program) Paralegal Studies	University of Alaska Southeast Juneau, Alaska	
Various classes: Access Microsoft Excell Microsoft Word WordPerfect Introduction to the Internet Grammar and Proofreading Records and Information Management. Westlaw (1 day)		
Have used: ACT, AKPAY, RPMS, Occupational Licensing data base, Rapport (Court System), APSIN		
Courses taken: Access Mistake-free Grammar and Proofreading Records and Information Management		
List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria: No professional license		
List any community service, municipal government, and state positions held, and any awards received. Member Juneau Women's Council 12/98 – 03/02 City & Borough of Juneau		
Organized the yearly Volunteer Achievement Awards Ceremony. Organized the "Speakers in the Classroom" series for the Junior High schools. This meant acting as liaison between professional women (such as State Troopers, FBI Agents, Mechanics, Store Owners, etc.) and the schools to set up times, people, and places for the speakers to talk to the students. This program was begun in order to give students a broader outlook on what women were able to do in today's society.		
Conviction Record		
Have you ever been convicted of a misdemeanor within the past <u>five</u> years or a felony within the past <u>ten</u> years? No		
Conviction Circumstances		
Certification of Accuracy & Completeness		
By submitting this online application, I swear the information I have entered on this form is true to the best of my knowledge. I understand that if I deliberately conceal or enter false information on the form my application may be rejected, I may be removed from the list of eligible candidates, or I may be removed from the position. I agree that the Office of the Governor may contact present or former employees or other persons who know me to obtain an additional information about my skills and abilities. I understand that the information on this application is public information and may be released through a legal request for such information.		
Type "I certify" "I certify"		
Resume Addendum:		

Press Release Wording
{Your Name}, {age} of {hometown}, is {job title/place of employment} holds {education level, school, or relevant experiences}.
Eleanor Vinson, age 63, of Juneau. Retired from the State of Alaska. Holds a Bachelor of Science in Sociology from Montana State University.
Submitted: 9/1/2016 2:09:57 PM