

REFERENCE INFORMATION FORM CHECKLIST

A. Applicant Check List:

Please review all Reference requirements in the Board's Regulations (§37.32 for Engineers, §37.37 for Geologists and §37.48 for Surveyors).

Applicants for the **PE exams, licensure, or the FE exam (based upon work experience)** shall provide at least **five (5) references**. **Three (3)** who are **licensed Professional Engineers who can attest to the progressive work experience**, the other **two (2)** may be professional land surveyors, professional geologists or unlicensed engineers who, through education and experience, possess an equivalent level of expertise as that of a professional engineer. A reference that is not a professional engineer licensed in the United States is required to submit a curriculum vitae. **All work experience must be supported by a Reference Information Form submitted by the licensed professional engineer who supervised the work experience.**

Applicants for the **PS &/or PLS exams, licensure, or the FS exam (based upon work experience)** must provide **five (5) references**. At least **three (3)** of the references must be **licensed Professional Land Surveyors**, the other 2 may be licensed professional engineers, professional geologists or unlicensed surveyors who, through education and experience possess an equivalent level of expertise of that of a professional land surveyor. A reference who is an unlicensed surveyor is required to submit a curriculum vitae. **All work experience must be supported by a Reference Information Form submitted by the licensed professional land surveyor who supervised the work experience.**

Applicants for the **FG &/or PG exams or licensure** must provide **five (5) references, three (3)** of whom are **licensed professional geologists**, the remaining two (2) references may be professional engineers, professional land surveyors or unlicensed geologists who, through education and experience, possess an equivalent level of expertise as that of a professional geologist. A reference who is an unlicensed geologist is required to submit a curriculum vitae. **All work experience** must be supported by a Reference Information Form submitted by the licensed professional geologist who supervised the work experience.

Applicant MAY NOT be related to **any** reference. References MUST have *personal knowledge of your experience* and collectively be able to attest to the entire amount of required experience.

Attach this checklist to each Reference Form provided to your references.

Reference Information Forms submitted by the applicant with the application will be REJECTED.

- 1. Fill in your name and address at the top of the Reference Information Form.
- 2. Write in what you are applying for i.e. FE, PE, FS, PS &/or PLS, FG &/or PG Exam(s), Type of licensure (if you have already passed ALL required exams).

B. Reference Check List:

The applicant is required to furnish evidence of qualification for registration for the category checked below. You are asked to attest to the applicant's character, ability, reputation and professional skills and attainments. Be assured that the Board will hold all information strictly confidential.

- 1. Provide a response for all questions on the Reference Information Form. Forms without all questions answered (and explanations provided, as necessary) will be rejected.
- 2. Sign and date at the bottom of Page 2.
- 3. References without a professional license must attach a copy of their resume to this form before emailing.
- 4. Reference forms must come directly from the Reference. If received by the applicant, the Reference form will be deemed unacceptable.

**All Reference Information Forms must be
EMAILED directly from the Reference to:**

st-engineer@pa.gov

DO NOT RETURN THE REFERENCE INFORMATION FORM TO THE APPLICANT

REFERENCE INFORMATION FORM

Applicant's Name:					Applying for:					
Address:					City:		State:		Zip:	
ALL OF THE FOLLOWING MUST BE COMPLETED BY THE REFERENCE: Must be typed or completed in black ink – If ALL Information is not provided, the form is not considered complete										
1. Name:		LAST				FIRST				MI
2. Address:		Street								
		City				State			Zip	
3. Business Phone (8 AM - 5 PM):										Ext.:
4. E-Mail Address:										
5. What is your present business or profession:										
6. If in individual practice, please indicate nature of such practice.										
7. What is your area of expertise (discipline)?										
8. Are you a Licensed <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Geologist? <input type="checkbox"/> None		License #								
If "none", you must submit a detailed resume or curriculum vitae.		State:				Exp. Date				
9. How long have you known the applicant?		From		to		inclusive.				
		<i>Do not use the word "present" – indicate date range.</i>								
10. Did/Do you provide direct supervision over the applicants work?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If "No", provide a detailed explanation below (use a separate page if necessary):						
11. Did/Do you have review and approval authority over the applicants work?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If "No", provide a detailed explanation below (use a separate page if necessary):						
12. Are you in any way related to applicant?		<input type="checkbox"/> Yes <input type="checkbox"/> No								
13. Do you know of anything reflecting adversely on the integrity, morals or general good character of the applicant?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes", provide a detailed explanation below (use a separate page if necessary)						

14. Does the applicant read, write, and speak the English language intelligibly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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15. Was the applicant assigned tasks and duties with increasing responsibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No If “No” , provide a detailed explanation below (use a separate page if necessary):
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16. Is applicant’s experience of a grade or character to allow applicant to assume sole responsible charge of the work involved in the practice of the profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No If “No” , provide a detailed explanation below (use a separate page if necessary)
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17. Do you recommend the applicant for certification or licensure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If “No” , provide a detailed explanation below (use a separate page if necessary):
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18. Focusing on the applicant’s ability to utilize the principles and practice of their profession, provide a description of what you think are the applicant’s qualifications. (use a separate page if necessary)

19. Does the applicant consistently demonstrate a professional attitude in his/her work?	<input type="checkbox"/> Yes <input type="checkbox"/> No If “No” , provide a detailed explanation (use a separate page if necessary):
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I _____ certify to the accuracy of the above statements
Print your name

Signature: _____ Date: _____