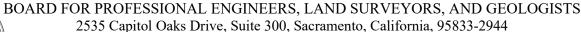
STATE OF CALIFORNIA GAVIN NEWSOM, GOVERNOR



Telephone: (916) 999-3600 – Toll Free: 1-866-780-5370 www.bpelsg.ca.gov



Work Experience Engagement/Reference Instructions for Geotechnical Engineer (GE) Applicants and Professional References

Geotechnical Engineer (GE) applicants use <u>BPELSG Connect</u> to submit an application to the Board. During the application process, the applicant will complete Part A of the Work Experience Engagements/References within BPELSG Connect, under the Experience Tab. For each Part A of the Work Experience Engagement/Reference submitted by the applicant, contact information for the professional reference will be required (*see page 3 of this document to view all required information*). After the applicant submits their application in BPELSG Connect, each of the applicant's professional references will be emailed a link that will allow them to review Part A of the Work Experience Engagement/Reference and instruct them to complete Part B.

Part B of the Work Experience Engagement/Reference must be personally completed by the professional reference, not the applicant. On Part B, the professional reference is asked to confirm their relationship with the applicant, professional supervision, and confirm the claimed experience within the engagement/reference (see page 4 of this document to view all required information).

Applicants will be able to log in to their <u>BPELSG Connect</u> profile to verify if their professional references have completed Part B, but applicants will not be able to see the professional reference's response. From the dashboard, the applicant may click the link under the "Status" column and select the "Reference" tab. If a professional reference has not responded in a timely manner, the applicant can resend the email with the link to access Part B by clicking "Resend". If the applicant needs to correct/update the professional reference's email address, a box will open where the applicant can edit the email address before resending.

Applicants are responsible for contacting each of their professional references to encourage them to complete Part B of the Work Experience Engagement/Reference in a timely manner. The application will not be reviewed by Board staff until the minimum number of required professional references have completed Part B.

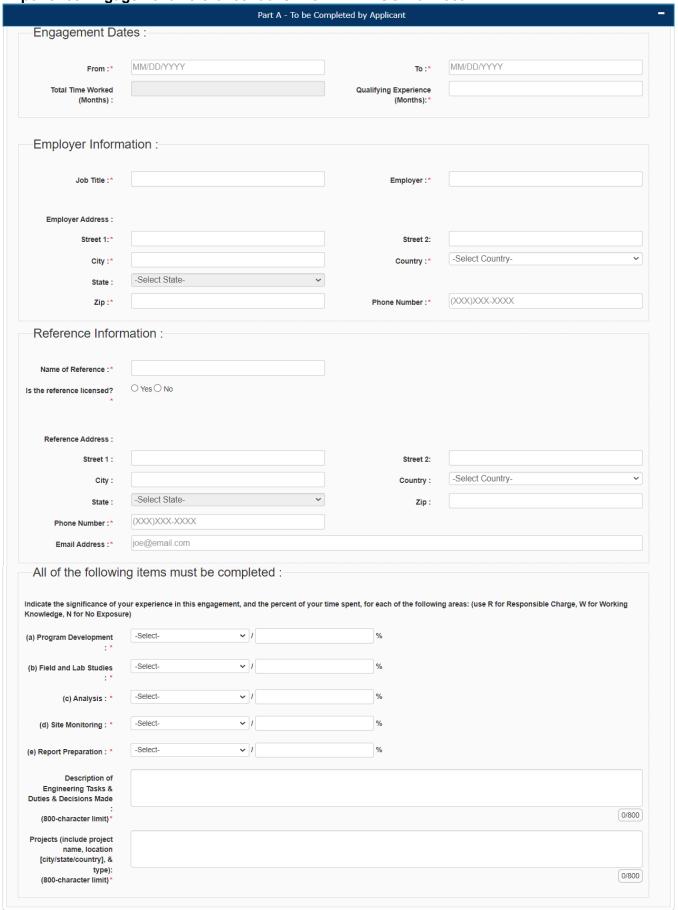
Once an application is submitted, Part A of the Work Experience Engagements/References cannot be deleted or edited. If a correction/edit is needed, the applicant is required to add a new Part A, and Part B must be completed by a professional reference.

Review the following to ensure all requirements are met:

• An applicant for authority to use the title "Geotechnical Engineer" must meet the qualification requirements outlined in <u>Title 16</u>, <u>California Code of Regulations section 426.50</u>. Qualifying geotechnical engineering experience must meet the requirements outlined in <u>Title 16</u>, <u>California Code of Regulations section 426.51</u>. Qualifying experience must include a variety of experiences working on Program Development, Analysis, and Report Preparation; it should also include a demonstration of the applicant's working knowledge of Field and Lab Studies, and Site Monitoring. References must meet the requirements outlined in <u>Title 16</u>, <u>California Code of Regulations section 427.20</u>.

- Applicants are required to submit a minimum of four (4) Work Experience Engagements/References, with Part B completed by professional references, demonstrating a sufficient number of months of qualifying experience.
- Applicants must be in responsible charge of all claimed geotechnical engineering work experience and appropriately licensed in the jurisdictions where the projects were located.
- Qualifying geotechnical engineering experience cannot include experience that was previously used to qualify for licensure as a California Civil Engineer.
- Qualifying experience may be less than the total number of months worked; it is computed by Total Months Worked less Non-Qualifying Experience months.
- Professional references must hold or have held a current and valid license as a Civil Engineer in California or hold or have held a current and valid license as a Civil Engineer in another state, during the time of the applicant's experience. At least two (2) of these individuals shall be Civil Engineers who are or were actively engaged in the practice of geotechnical engineering.
- A professional reference cannot be related to the applicant by birth or marriage in accordance with <u>Title 16</u>, <u>California Code of Regulations section 427.20</u>. If the applicant is in a situation which necessitates the use of a relative to verify qualifying experience (i.e., family business), in addition to the Work Experience Engagement/Reference completed by the relative, the applicant must provide an additional Work Experience Engagement/Reference completed by a professional reference who is not a relative to verify the applicant's employment. The four (4) Work Experience Engagements/References, completed by non-relatives, must be completed by qualified professional references.
- Professional references shall be persons who are technically qualified to appraise the applicant's skills as a Geotechnical Engineer.
- Each professional reference must have personal knowledge of the portion of the applicant's qualifying experience they are verifying. Personal knowledge must have come from an examination of the applicant's work to the extent that the professional reference is sufficiently familiar with that experience to comment about it.

Below is a preview of what Part A (the portion completed by the applicant) of the Work Experience Engagement/Reference looks like in BPELSG Connect:



Below is a preview of what Part B (the portion completed by the professional reference) of the Work Experience Engagement/Reference looks like in BPELSG Connect:

