



BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

2535 Capitol Oaks Drive, Suite 300, Sacramento, California, 95833-2944

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www.bpelsg.ca.gov**Work Experience Engagement/Reference Instructions for Professional Engineer (PE) Applicants and Professional References (Excluding: Geotechnical and Structural)**

Professional Engineer (PE) applicants use [BPELSG Connect](#) to submit their application to the Board. During the application process, the applicant will complete Part A of the Work Experience Engagement/Reference 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 6 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 stated on Part A of the engagement (*see page 7 of this document to view all required information*).

Applicants will be able to log in to their [BPELSG Connect](#) 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:

- Applicants must provide a minimum of four (4) Work Experience Engagements/References, completed by professional references [Title 16, California Code of Regulations section 427.10(b)(1)].
- A professional reference cannot be related to the applicant by birth or marriage in accordance with Title 16, California Code of Regulations section 427.10(b)(1). 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.

- Qualifying experience includes only engineering work in the branch for which the applicant is applying for licensure. It does not overlap with credit claimed for education. It does not include overtime, training, orientation, non-engineering work, or student summer work. Qualifying experience may be less than the total number of months worked. It is computed by Total Months Worked less Non-Qualifying Experience. Qualifying experience means engineering employment that requires the applicant to use sound judgement in making engineering decisions and contributes to progress towards becoming a Professional Engineer.
- It is the applicant's responsibility to select professional references who are technically qualified to appraise their skills as an engineer and verify their qualifying work experience. A professional reference must be able to indicate that their evaluation of the applicant is based upon personal knowledge, either gained by direct association in the work environment or by a review of sufficient and diverse work samples and an interview of the applicant.
- The Board considers professional references from the individuals in the following descending order of preference. In the case of an applicant whose experience appears to be marginal, or where there is a conflict between reference evaluations of the applicant, more weight will be given to professional reference sources who were in the best position to have personal knowledge of the applicant's qualifying experience (i.e., immediate supervisor, etc.):
 1. Immediate supervisors/individuals in responsible charge of the work;
 2. Indirect supervisors;
 3. Co-workers at an equal or higher level;
 4. Co-workers not closely associated with the applicant; and,
 5. Clients/other qualified persons.
- Comity applicants (applicants licensed out of state) may submit NCEES Records in lieu of Work Experience Engagements/References, but NCEES Records are not required for comity applicants. In the case that the NCEES Record does not provide the information the Board needs to determine if an applicant meets the requirements for licensure in California, the applicant will be asked to provide additional information.
- Professional references are strongly encouraged to include license information for all states/countries for which they are legally authorized to practice, including license issue and expiration dates. At a minimum, professional references should provide license information for the jurisdictions listed in the "Projects" section of Part A.
- Professional references are strongly encouraged to provide additional information about their knowledge of the applicant's engineering work experience on Part B of the Work Experience Engagement/Reference, if they answer in the following manner: "Yes" to "Are you related to this Applicant by blood, marriage, or adoption?"; "No" to "Do you verify the Applicant's experience on Part A, including position title and employment dates?"; "No" to "Have you personally seen and reviewed the Applicant's engineering work?"; "No" or "Do Not Know" to "Do you consider the Applicant technically qualified to be licensed as a Professional Engineer?".

Information Specific to Civil Engineer Applicants:

Civil engineer applicants are required to provide Work Experience Engagements/References with Part B completed by licensed civil engineers or from individuals who are legally authorized to practice civil engineering. Except for applicants with qualifying experience gained while in federal employment, all civil engineer applicants claiming California work experience must provide Work Experience Engagements/References with Part B completed by professional references who are licensed as civil engineers in California. If an applicant is claiming experience that has occurred in another state, and

where the applicant's experience did not fall under any of the exemptions existing in that state, Part B must be completed by a civil engineer authorized to practice in the state where the experience occurred.

If a civil engineer applicant has qualifying work experience outside of the United States, Part B of the Work Experience Engagement/Reference for that experience must be completed by professional references authorized to practice civil engineering in accordance with the laws of the country in which the experience took place. If such references are not licensed engineers, they must provide information which indicates by what authority they are, or were, authorized to practice civil engineering in that country.

One of the questions on Part B of the Work Experience Engagement/Reference asks the professional reference what their relation is/was to the applicant. To receive credit for work experience, the professional reference must have been in responsible charge of the applicant's engineering work during the engagement. [Title 16, California Code of Regulations section 404.1](#) discusses responsible charge as it relates to professional engineering. If the professional reference was not in responsible charge of the applicant's engineering work during the engagement, the professional reference is still an acceptable reference, however the months claimed for the engagement will not be accepted. If the minimum months of work experience has not been satisfied, the applicant will receive a deficiency requesting that the applicant submit an additional Work Experience Engagement/Reference and obtain a response on Part B from a licensed civil engineer in responsible charge of their engineering work. It is the professional reference's responsibility to accurately respond to each question on Part B. Failure to respond accurately will result in deficiencies and delays in the application review/approval process.

Unlicensed references or professional references not licensed as a civil engineer, who are completing Part B of the Work Experience/Engagement for federal employees, should indicate their educational background or other information on Part B to signify their engineering qualifications.

It is the applicant's responsibility to provide sufficient detail and information on Part A of the Work Experience Engagement/Reference for the registrar to determine if they meet the requirements for professional licensure. *Only work experience that meets the definition of civil engineering in [Business and Professions Code section 6731](#), and requires that a licensed Civil Engineer be in responsible charge of the work, will qualify.* The applicant must describe specific civil engineering tasks and decisions they were involved in, including what engineering judgement was used to evaluate and provide engineering recommendations in connection with a fixed work. Descriptions of work experience that are vague, general-in-nature, and do not adequately explain the applicant's role in performing civil engineering work will not be accepted.

Please be aware that construction project management tasks and traffic engineering tasks do not qualify as civil engineering experience.

Civil engineers play a vital role in the construction process, however not all tasks and decisions being made on a construction site require that a civil engineer be in responsible charge. [Business and Professions Code section 6730](#) requires that any person who practices, or offers to practice civil engineering, must be licensed as a civil engineer by the Board. If a task or decision can be made by an individual who is not a licensed civil engineer (e.g., construction supervision, project scheduling, construction design review, general administration), then it is not the practice of civil engineering.

Traffic engineering is a title act, meaning an individual does not need to be licensed to practice traffic engineering. Oftentimes, civil engineers perform traffic engineering tasks related to their civil engineering work. However, because California is discipline-specific and issues licenses for both civil engineering and traffic engineering, there is no overlap between the two and qualifying work experience for a civil engineering license needs to be civil engineering, not traffic engineering. The definition of civil engineering can be found in [Business and Professions Code section 6731](#) and the definition of traffic engineering in [California Code of Regulations section 404\(qq\)](#).

Information Specific to Electrical and Mechanical Engineer Applicants:

Electrical and mechanical engineer applicants who have worked in situations where they were not exempt from all licensing requirements, and for experience which has occurred in California, Part B of the Work Experience Engagements/References must be completed by licensed engineers authorized to practice in the branch in which the applicant is applying.

In California, electrical and mechanical engineering work performed by employees of the federal government and employees of manufacturing, mining, public utility, research and development, or other industrial corporations, are exempt. Such employees may serve as references whether or not they are licensed as long as they are qualified to appraise the technical competency of the applicant. Examples of exempt employers are aerospace companies, such as Boeing or McDonnell Douglas; public utilities, such as San Diego Gas & Electric or PG&E; manufacturers of electrical or mechanical equipment such as Allen Bradley, Square D, Trane, or Carrier, etc. Examples of non-exempt employers include consulting electrical or mechanical engineering firms and state and local governments.

Since licensed civil engineers are authorized to practice electrical and mechanical engineering in connection with or supplementary to their civil engineering work, civil engineers may serve as professional references for electrical and mechanical engineer applicants.

Applicants claiming experience in another country should use professional references who are licensed or legally authorized to practice in the country where the experience occurred.

If the applicant has worked in a non-exempt situation, and if the applicant does not know or has not worked with sufficient licensed engineers in their field to be able to provide the minimum number of Work Experience Engagements/References with Part B completed by appropriately licensed professional references, the applicant can solicit any appropriately licensed engineer to review their work samples (drawings, calculations, reports, etc.). Based on that review and a discussion with the applicant, such an engineer can then serve as a professional reference. The foregoing procedure is only permissible for supplementary references, and it is based on the assumption that the applicant's primary professional reference is a licensed engineer in responsible charge of the applicant's work. In no case will Part B completed by unlicensed references or professional references not licensed in the applicant's branch of engineering be accepted in lieu of appropriately licensed engineers, when the requirement for having licensed professional references applies (i.e., when the applicant has been working in a non-exempt area).

Applicants working in California in industry or otherwise covered by the exemptions do not need to use licensed engineers as references. The determination as to whether or not the employment is exempt is based on whether or not the employer is a corporation and usually, but not always, whether or not the primary business activity of the corporation is the making of a product. Unlicensed references or professional references not licensed in the applicant's branch of engineering who are completing Part B of a Work Experience Engagement/Reference should indicate their educational background or other information on Part B to signify their engineering qualifications.

Information specific to applicants applying in other branches of Professional Engineering (Agricultural, Chemical, Control Systems, Fire Protection, Industrial, Metallurgical, Nuclear, Petroleum, Traffic Engineer):

Since the engineering branches listed above are not practice regulated, anyone is authorized to practice in these branches, and thus anyone can serve as a reference; however, the references should be from engineers, scientists, or technical persons that have enough knowledge of the applicant's engineering specialty to be able to make knowledgeable comments about the performance of the applicant's engineering work.

If an applicant is claiming experience that has occurred in another state, and where the applicant's experience did not fall under any of the exemptions existing in that state, Part B of the Work Experience Engagement/Reference must be completed by a Professional Engineer authorized to practice in the state where the experience occurred. Applicants who claim to have worked under an exemption in another state are required to indicate and provide the basis for that exemption.

Applicants claiming experience in another country should use professional references who are licensed or legal authorized to practice in the country where the experience occurred.

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

Part A - To Be Completed by Applicant

Engagement Dates :

From :*	MM/DD/YYYY	To :*	MM/DD/YYYY
Total Time Worked (Months) :			
		Qualifying Experience (Months):*	

Employer Information :

Job Title :*		Employer :*	
Employer Address :			
Street 1:*			
City :*			
State :	-Select State-		
Zip :*			
		Phone Number :* (XXX)XXX-XXXX	

Reference Information :

Name of Reference :*	
Is the reference licensed? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Reference License Number :*	
Reference License State :*	-Select-
Reference License Discipline :*	
Reference Address :	
Street 1 :	
City :	
State :	-Select State-
Phone Number :*	(XXX)XXX-XXXX
Email Address :*	joe@email.com

All of the following items must be completed :

Description of Engineering Tasks & Duties : (800-character limit)*		0/800
Level of Responsibility : (800-character limit)*		0/800
Description of Engineering Decisions Made : (800-character limit)*		0/800
Projects (include project name, location [city/state/country], & type): (800-character limit)*		0/800

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

Complete Part B - For Reference

Reference Information :

First Name :*	<input type="text"/>	Last Name :*	<input type="text"/>
Title :	<input type="text"/>	Company Name :	<input type="text"/>
<input type="checkbox"/> I am legally exempt from licensure or not required to be licensed.			
License Type :*	<input type="text"/>	License # :*	<input type="text"/>
License Issuance Date (MM/DD/YYYY):*	<input type="text"/>	License Expiration Date (MM/DD/YYYY):*	<input type="text"/>
State licensed? (should match project location):*	<input type="text"/>		

Supplemental Information

Professional references who hold licenses in states other than California, or are legally authorized to practice engineering outside the U.S., must provide sufficient documentation of their license information, including jurisdiction, issue date and expiration date. If the license information needs to be translated to English, please include a notarized translation.

References who are not licensed, or are exempt from licensure, must provide sufficient documentation to demonstrate they are technically qualified to appraise the applicant's skills as an engineer.

Uploaded documents must be less than 30MB in size.

Document Type:	<input type="text"/>
Document :	<input type="file"/>
Drop file here to upload or click here to browse and select file(s) to upload.	

Address :

Street :*	<input type="text"/>	Street 2:	<input type="text"/>
City:*	<input type="text"/>	Country:*	<input type="text"/>
State:	<input type="text"/>	Zip (XXXXX):*	<input type="text"/>
Phone :*	<input type="text"/>	Phone Ext:	<input type="text"/>

Relationship to Applicant and Verification of Work Experience :

My relation with the Applicant has been/is (Choose all that apply) : *

-- None --

Are you related to this Applicant by blood, marriage, or adoption? (If Yes, further explanation is required below) : *

Yes No

Do you verify the Applicant's experience on Part A, including position title and employment dates? (If No, further explanation is required below) *

Yes No

Have you personally seen and reviewed the Applicant's engineering work? (If No, further explanation is required below) *

Yes No

I have personal knowledge of the Applicant's work experience for the following dates.

From (MM/DD/YYYY): *	<input type="text"/>	To (MM/DD/YYYY): *	<input type="text"/>
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Do you consider the Applicant technically qualified to be licensed as a Professional Engineer? *

Yes No DO NOT KNOW

Add any additional information you wish to provide regarding the qualifications for this applicant. If licensed in other states for the projects listed by the applicant please provide additional state license information.

From personal knowledge, I verify that the applicant has the appropriate experience in the following areas (Choose all that apply): *

-- None --

I certify under penalty of perjury that these statements are true and correct to the best of my knowledge and that I have personally reviewed and examined the applicant's engineering work.

Signature of Reference :* Date :*