

**BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS**

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**Work Experience Engagement/Reference Instructions for Structural Engineer (SE) Applicants and Professional References**

Structural Engineer (SE) applicants use [BPELSG Connect](#) to submit an 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 4 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 5 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:

- An applicant for authority to use the title "Structural Engineer" must meet the qualification requirements outlined in [Title 16, California Code of Regulations section 426.10](#). Qualifying structural engineering experience must meet the requirements outlined in [Title 16, California Code of Regulations section 426.11 and/or 426.12](#) or as provided in [Title 16, California Code of Regulations section 426.14](#). References must meet the requirements outlined in [Title 16, California Code of Regulations section 427.30](#).

- Applicants must provide a minimum of three (3) Work Experience Engagements/References, completed by professional references, demonstrating a minimum of three (3) years of qualifying structural engineering experience.
- 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 three (3) Work Experience Engagements/References, completed by non-relatives, must be completed by qualified professional references.
- Structural Engineer applicants must be in responsible charge of all claimed structural engineering work experience and appropriately licensed in the jurisdictions where the projects were located.
- Qualifying structural 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.
- A professional reference is required for each engagement claimed as qualifying experience.
- Professional references shall be persons who are technically qualified to appraise the applicant's skills as a Structural Engineer.
- A reference must be a licensed Structural Engineer, except as noted below:
 - References licensed in a state that does not issue a Structural Engineer license may be an acceptable reference provided they are legally authorized to practice structural engineering in the state where they hold a current, valid engineering license.
- 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.

Suggestions to obtain professional references:

It has come to the Board's attention that applicants for authority to use the title "Structural Engineer" in California may have trouble obtaining appropriate professional references to meet the Board's requirements. It is the Board's desire to assist such applicants by providing information on how to obtain professional references from individuals who hold current, valid California licenses as Civil Engineers and who are authorized by the Board to use the title "Structural Engineer", or individuals who are legally authorized to practice structural engineering in the jurisdiction where the work is located.

In order to assist applicants in securing the required professional references, here are some suggestions, which are offered for consideration. Specifically, the following cases represent situations which may have yielded contacts with appropriately licensed Structural Engineers who could be used as possible professional references:

- A Structural Engineer associated with or employed by a client firm for which the applicant's firm has performed structural engineering work.
- A Structural Engineer associated with or employed by another engineering firm with which the applicant's firm has engaged in a joint venture on a structural engineering project.
- A Structural Engineer associated with or employed by a building department to which the applicant has submitted plans and/or calculations for a plan check review.
- One or more California licensed Structural Engineers who are willing to review an adequate sample of the applicant's work in order to evaluate their qualifying experience. (The Board's website contains a [License Lookup](#) feature that can list the structural engineers that live in your area).

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:

Part A - To be Completed by Applicant

Engagement Dates :

From : * To : *
Total Time Worked (Months) : Qualifying Experience (Months) : *

Employer Information :

Job Title : * Employer : *
Employer Address :
Street 1 : * Street 2 :
City : * Country : *
State : Phone Number : *
Zip : *

Reference Information :

Name of Reference : *
Is the reference licensed? * Yes No
Is the reference legally authorized to practice Structural Engineering? * Yes No
Reference License Number : *
Reference License State : * Reference License Discipline : *
Reference Address :
Street 1 : Street 2 :
City : Country :
State : Zip :
Phone Number : *
Email Address : *

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

Complete Part B - For Reference

Reference Information :

First Name : *
Last Name : *
 Title :
Company Name :

Are you currently licensed as a Structural Engineer or legally authorized to practice Structural Engineering outside of California? * Yes No

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:

Document :

Drop file here to upload or click here to browse and select file(s) to upload.

Address :

Street : *
Street 2:
 City : *
Country: *
 State:
Zip (XXXXX): *
 Phone : *
Phone Ext:

Relationship to Applicant and Verification of Work Experience :

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

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): * To (MM/DD/YYYY): *

Do you believe that the Applicant has adequate experience and the technical ability to design and analyze structural components and structural systems and, thus, use the title "Structural Engineer"? If 'No' or 'Do Not Know', please provide further explanation in the provided text box. * Yes No DO NOT KNOW

Add any additional information you wish to provide regarding the qualifications for this applicant.

0/800

From personal knowledge, I verify that the applicant has the appropriate structural design or plan checking experience in the following areas (check only those areas that apply): *

Common Construction	
Materials	
WOOD	<input type="checkbox"/>
STEEL	<input type="checkbox"/>
MASONRY	<input type="checkbox"/>
CONCRETE	<input type="checkbox"/>
Lateral Forces	
WIND	<input type="checkbox"/>
SEISMIC	<input type="checkbox"/>
Framing Systems	<input type="checkbox"/>
Foundation Systems	<input type="checkbox"/>
Application of Building Codes	<input type="checkbox"/>
Multi-Story Buildings or Equivalent Multi-Level Structures	<input type="checkbox"/>

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 : *