



BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

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GEOTECHNICAL ENGINEER ENGAGEMENT RECORD AND REFERENCE FORM

This form must be submitted for each engagement claimed as qualifying experience. "SEE ATTACHED" and résumés are **not acceptable** in lieu of this form. *Part A of this form must be typed and completed by the applicant. Part B of the form can be handwritten, and **must be completed by the reference, not the applicant.***

PART A – MUST BE TYPED AND COMPLETED BY THE APPLICANT

I, the Applicant, hereby demonstrate my qualifying experience as required by the Business and Professions Code and the California Code of Regulations, as detailed below.

[illegible]

* Qualifying experience claimed for this engagement includes only professional level engineering work. It does not overlap with credit claimed for the applicant's civil engineering license or for education. It does not include overtime, training, orientation, non-engineering work, student summer work or non-professional 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 civil/geotechnical engineering employment that requires the applicant to use sound judgment in making engineering decisions and contributes to progress towards becoming a Geotechnical Engineer.

Applicant's Signature

**Applicant's Signature
(Wet Signature Required):**

Date: _____

I, the Reference, confirm that I have reviewed the information contained on Part A of this form.

Reference's Signature

(Wet Signature Required):

Date: _____

Applicant's Name: _____
(Last) (First) (Middle)

PART B – TO BE COMPLETED BY THE REFERENCE

PRINT CLEARLY AND COMPLETE THE ENTIRE FORM. INCOMPLETE FORMS MAY DEEM THE APPLICANT INELIGIBLE.

You may request additional experience information from the applicant. You must **personally** read and sign Part A of this form, and complete, sign, seal/stamp, and return both Part A and Part B of this form to the applicant in a sealed envelope.

1. My relationship with the Applicant has been/is: ☐ Employer/Supervisor ☐ Reviewed Work
(Check all that apply) ☐ Co-Worker/Associate ☐ Other: _____
2. Are you related to this Applicant by blood, marriage, or adoption? *If YES, explain in the REMARKS section below.*
☐ YES ☐ NO
3. Does the information presented by the applicant on Part A of this form accurately reflect the applicant's experience?
If NO, explain in the REMARKS section below. ☐ YES ☐ NO
4. Do you agree that the applicant performed qualifying geotechnical engineering work, while in responsible charge, for the time period claimed? *If NO, explain in the REMARKS section below.*
☐ YES ☐ NO
5. What is the date that you last observed the applicant, directly or indirectly, performing geotechnical engineering work?
Date: _____ Method of observation: ☐ DIRECT ☐ INDIRECT
6. Do you believe that the applicant has the experience and ability to use the title "Geotechnical Engineer"? *If NO or DO NOT KNOW, explain in the REMARKS section below.*
☐ YES ☐ NO ☐ DO NOT KNOW
7. REMARKS (Continue on additional sheets if needed; however, each sheet **must** include your signature and seal/stamp.): _____

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

- ☐ Quality of Work
- ☐ Technical Knowledge
- ☐ Judgment
- ☐ Responsible Charge Ability

AFFIX YOUR PROFESSIONAL SEAL OR STAMP HERE:

Name: _____
Address: _____

Email Address: _____
Phone Number(s): _____

CE License Number(s) and State(s): _____

CE Licensure Date(s): _____
GE License Number: _____
GE Licensure Date: _____

I certify under penalty of perjury that I have personal knowledge of the applicants work and that the foregoing statements are true and correct to the best of my knowledge.

Reference's Signature
(Wet Signature Required): _____ Date: _____