

ENGAGEMENT RECORD AND REFERENCE FORM FOR CIVIL ENGINEER APPLICATION

GENERAL INSTRUCTIONS AND INFORMATION

For your information. Please do not send these instructions to the Board.

A minimum of four references from licensed Civil Engineers are required. For work in California, references must be California Civil Engineers. For work out of state/country, references must be licensed in that state/country.

A reference for each engagement claimed as qualifying experience is required.

References must be persons who are technically qualified to appraise your skills as an engineer.

NOTE:

Individuals who are applying for licensure as a **Civil Engineer** may submit references only from licensed Civil Engineers or from individuals exempt from licensure as a Civil Engineer. Work experience must be verified by the Civil Engineer in responsible charge of your work.

A reference should not be related to you. If for example, you are in a situation which necessitates the use of a relative to verify your qualifying experience (i.e. family business), you must have a licensed engineer who is not a relative submit an Engagement Record and Reference Form to verify your employment, in addition to the reference supplied by your relative. The other three remaining references may be from an officer of the company, a client, or other qualified person.

References can come from any of the listed below, but are generally considered in the following descending order of significance:

- 1) Immediate supervisor;
- 2) Indirect supervisor;
- 3) Co-worker at equal or higher level; and,
- 4) Other qualified person.

Please refer to the Professional Engineers Act, the Board Rules, and the Frequently Asked Questions regarding Engineering Certification/Licensure Requirements for additional information regarding references.

INSTRUCTIONS FOR COMPLETING THIS FORM:

You cannot electronically save any of the additions you make to this form. In other words, after you complete this form on your computer, it cannot be saved with your information. We recommend that before typing your responses online, you print two blank copies and complete one by hand. When you're sure all the answers are complete, open the application file again and enter your responses on the form, then immediately print, and sign and date it. Make a copy for your files before mailing your application materials. Part A of this form must be completed online or typed. Handwritten forms are not accepted.

To Fill Out the Form:

- Use month/day/year format for dates (02/06/1974).
- Use standard abbreviations where possible (i.e. Sr for Senior, Mgr. for manager, St for Street, CA for California, etc.) If all of the characters you have typed do not show up on the form, the missing characters will not print. Go back and shorten or abbreviate your answer to fit. Font size cannot be changed in Acrobat Reader.
- Use the magnifying glass to increase (click once) or decrease (control+click) your view of the form
- Select the "hand" tool. Move the hand over the first blank on the form. The hand will turn into an "I-beam" cursor
- Type the requested information. Press Tab to accept the change and to go to the next field.
- For check boxes, the hand will become an arrow. Click cursor to mark box. In sections where only one option can be marked, the form will not allow you to mark more boxes.
- Press shift+tab to go to the previous field.
- Pressing Tab, Return, or Enter will accept the entry you've made and enter it on the form. If you do not press tab, return, or enter, the information you entered will not be accepted and will not print out.
- Once you have completed the form, print it, sign it, and make a photocopy for your files.
- Send BOTH Part A and Part B of the Engagement Record and Reference Form to your reference. The applicant must complete Part A. The reference must complete Part B and return both A and B to you in the envelope he or she has signed and sealed. The signature and seal belong on the back of the envelope, over the closing flap, or the reference will not be considered.
- You must include a copy of the INFORMATION COLLECTION, ACCESS AND DISCLOSURE sheet for his or her review. The reference should NOT return the sheet to the Board.