

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

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

Geotechnical Engineer (GE) 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 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 [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 "Geotechnical Engineer" must meet the qualification requirements outlined in [Title 16, California Code of Regulations section 426.50](#). Qualifying geotechnical engineering experience must meet the requirements outlined in [Title 16, California Code of Regulations section 426.51](#). 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 [Title 16, California Code of Regulations section 427.20](#).

- 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 [Title 16, California Code of Regulations section 427.20](#). 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:

Part A - To be Completed by Applicant

Engagement Dates :

From : * <input style="width: 80%;" type="text" value="MM/DD/YYYY"/>	To : * <input style="width: 80%;" type="text" value="MM/DD/YYYY"/>
Total Time Worked (Months) : <input style="width: 80%;" type="text"/>	Qualifying Experience (Months) : * <input style="width: 80%;" type="text"/>

Employer Information :

Job Title : * <input style="width: 90%;" type="text"/>	Employer : * <input style="width: 90%;" type="text"/>
Employer Address :	
Street 1 : * <input style="width: 90%;" type="text"/>	Street 2 : <input style="width: 90%;" type="text"/>
City : * <input style="width: 90%;" type="text"/>	Country : * <input style="width: 90%;" type="text" value="-Select Country-"/>
State : <input style="width: 90%;" type="text" value="-Select State-"/>	Phone Number : * <input style="width: 90%;" type="text" value="(XXX)XXX-XXXX"/>
Zip : * <input style="width: 90%;" type="text"/>	

Reference Information :

Name of Reference : *

Is the reference licensed? * Yes No

Reference Address :

Street 1 : <input style="width: 90%;" type="text"/>	Street 2 : <input style="width: 90%;" type="text"/>
City : <input style="width: 90%;" type="text"/>	Country : <input style="width: 90%;" type="text" value="-Select Country-"/>
State : <input style="width: 90%;" type="text" value="-Select State-"/>	Zip : <input style="width: 90%;" type="text"/>
Phone Number : * <input style="width: 90%;" type="text" value="(XXX)XXX-XXXX"/>	
Email Address : * <input style="width: 90%;" type="text" value="joe@email.com"/>	

All of the following items must be completed :

Indicate the significance of your experience in this engagement, and the percent of your time spent, for each of the following areas: (use R for Responsible Charge, W for Working Knowledge, N for No Exposure)

(a) Program Development : *	<input style="width: 90%;" type="text" value="-Select-"/>	/	<input style="width: 90%;" type="text"/>	%
(b) Field and Lab Studies : *	<input style="width: 90%;" type="text" value="-Select-"/>	/	<input style="width: 90%;" type="text"/>	%
(c) Analysis : *	<input style="width: 90%;" type="text" value="-Select-"/>	/	<input style="width: 90%;" type="text"/>	%
(d) Site Monitoring : *	<input style="width: 90%;" type="text" value="-Select-"/>	/	<input style="width: 90%;" type="text"/>	%
(e) Report Preparation : *	<input style="width: 90%;" type="text" value="-Select-"/>	/	<input style="width: 90%;" type="text"/>	%

Description of Engineering Tasks & Duties & Decisions Made : 0/800

(800-character limit) *

Projects (include project name, location [city/state/country], & type): 0/800

(800-character limit) *

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 : *	<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:

Document :

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) : *

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

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

Do you agree that the applicant performed qualifying geotechnical engineering work, while in responsible charge, for the time period claimed? *

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

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

What was your method of observation for the dates you have indicated? *

Do you believe that the applicant has the experience and ability to use the title "Geotechnical Engineer"? *

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.

0/800

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

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 : *