

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

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

Telephone: (916) 999-3600 – Toll Free: 1-866-780-5370

Facsimile: (916) 263-2246

www.bpelsg.ca.gov

**Work Experience Engagement/Reference Instructions for
Professional Land Surveyor (PLS) Applicants**

Professional Land Surveyor (PLS) applicants use the Online [BPELSG Connect](#) Portal 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. Please note that for each Work Experience Engagement/Reference submitted by the applicant, contact information for the professional reference will be required. After the applicant submits their application in BPELSG Connect, each of the applicant's professional references will be emailed a copy of Part A of the Work Experience Engagement/Reference with a link that will instruct them to complete Part B. Part B must be personally completed by the professional reference, not the applicant. On Part B, the professional reference will be asked to confirm their relationship with the applicant, professional supervision, and confirm the claimed experience within the engagement/reference. Applicants will be able to login to their [BPELSG Connect](#) profile to verify if their professional references have completed the reference, but applicants will not be able to see the professional references response. Applicants are responsible for contacting each of their references to encourage them to complete the references in a timely manner. The application will not be reviewed by Board staff until all completed references have been received by the Board via BPELSG Connect. Review the following to ensure that all reference requirements are met:

- Applicants must obtain a minimum of four (4) references in accordance with 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 reference supplied by the relative, the applicant must submit an additional qualifying reference from an individual who is not a relative in order to verify the applicant's employment. The four (4) references, from non-relatives, must be qualified professional references.
- The Board considers references from the individuals below 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 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 sufficient 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.

- References must be licensed to practice land surveying in the state where the applicant is claiming experience.
- It is the applicant's responsibility to select professional references that are technically qualified to appraise their skills as a land surveyor and verify their qualifying work experience (responsible field and office training). It is also the applicant's responsibility to demonstrate their qualifications to the individual who will be completing the reference. A 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.
- Qualifying experience includes only land surveying work. It does not overlap with credit claimed for education. It does not include overtime, training, orientation, non-land surveying 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 land surveying employment that requires the applicant to use sound judgement in making land surveying decisions and contributes to progress towards becoming a Professional Land Surveyor.
- Qualifying experience shall be counted on an actual time worked basis and is usually gained during full-time employment; however, no more than one day's experience credit can be gained for one day's work, regardless of how many hours are worked during that day.
- Qualifying work experience (responsible field and office training) requirements: An applicant's total qualifying work experience shall include at least one year of responsible field training and at least one year of responsible office training gained by participating, in a lead position, directly and responsibly in four (4) or more of the activities listed in [Sections 8726 \(a\)-\(g\) and \(k\)-\(n\) of the Professional Land Surveyors' Act](#). Responsible field and office training must be under the immediate direction and supervision of a licensed Professional Land Surveyor or a licensed Professional Civil Engineer authorized to practice land surveying.