

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

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

Professional Land Surveyor (PLS) 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 stated on Part A of the engagement (*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 a 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:**

- Applicants must provide not less than four (4) Work Experience Engagements/References, completed by professional references [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 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 licensed to practice land surveying in the place in which such practice has been conducted, and the experience is being claimed.
- 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 (1) year of responsible field training and at least one (1) 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 \(a\)\(1\)-\(7\) and \(a\)\(11\)-\(14\) of the Business and Professions Code](#). 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.
- It is the applicant's responsibility to select professional references who 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 professional reference. A professional 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.
- It is the applicant's responsibility to provide sufficient detail and information on Part A of the Work Experience Engagement/Reference for the registrar to determine if they meet the requirements for professional licensure. Only work experience that meets the definition of land surveying in [Business and Professions Code section 8726](#) will qualify. All qualifying work experience in land surveying shall be performed under the responsible charge of a person legally authorized to practice land surveying.
- The Board considers professional references from the individuals 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 professional 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 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.

- Professional references are strongly encouraged to include license information for all states/countries for which they are legally authorized to practice, including license issue and expiration dates. At a minimum, professional references should provide license information for the jurisdictions related to the work experience listed on Part A.
- Professional references are strongly encouraged to provide additional information about their knowledge of the applicant's land surveying work experience on Part B of the Work Experience Engagement/Reference, if they answer in the following manner: "Yes" to "Are you related to this Applicant by blood, marriage, or adoption?"; "No" to "Do you verify the Applicant's experience on Part A, including position title and employment dates?"; "No" to "Do you verify the Applicant's responsible field training on Part A, including number of months?"; "No" to "Do you verify the Applicant's responsible office training on Part A, including number of months?"; "No" to "Have you personally seen and reviewed the Applicant's surveying work?"; "No" or "Do Not Know" to "Do you consider the Applicant technically qualified to be licensed as a Professional Land Surveyor?".

**Below is a preview of Part A (the portion completed by the applicant) of the Work Experience Engagement/Reference in BPELSG Connect:**

Part A - To be Completed by Applicant

**Engagement Dates :**

From : * <input type="text" value="MM/DD/YYYY"/>	To : * <input type="text" value="MM/DD/YYYY"/>
Total Time Worked (Months) : <input type="text"/>	Qualifying Experience (Months) : * <input type="text"/>
Responsible Field Time Claimed (Months) : * <input type="text"/>	Responsible Office Time Claimed (Months) : * <input type="text"/>

**Employer Information :**

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

**Reference Information :**

Name of Reference : * <input type="text"/>	
Is the reference licensed? * <input checked="" type="radio"/> Yes <input type="radio"/> No	
Reference License Number : * <input type="text"/>	
Reference License State : * <input type="text" value="-Select-"/>	Reference License Discipline : * <input type="text" value="-Select-"/>
Reference Address :	
Street 1 : <input type="text"/>	Street 2 : <input type="text"/>
City : <input type="text"/>	Country : <input type="text" value="-Select Country-"/>
State : <input type="text" value="-Select State-"/>	Zip : <input type="text"/>
Phone Number : * <input type="text" value="(XXX)XXX-XXXX"/>	
Email Address : * <input type="text" value="joe@email.com"/>	

**All of the following items must be completed :**

Description of Land Surveying Tasks & Duties : (800-character limit) *	<input type="text"/>	0/800
Level of Responsibility (i.e., rod person, instrument person, party chief, survey computations, map preparation, etc.) : (800-character limit) *	<input type="text"/>	0/800
Description of Land Surveying Decisions Made : (800-character limit) *	<input type="text"/>	0/800

**Below is a preview of Part B (the portion completed by a professional reference) of the Work Experience Engagement/Reference in BPELSG Connect:**

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 verify the Applicant's responsible field training on Part A, including number of months? (If No, further explanation is required below) \*

Do you verify the Applicant's responsible office training on Part A, including number of months? (If No, further explanation is required below) \*

Have you personally seen and reviewed the Applicant's surveying work? (If No, further explanation is required below) \*

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

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

Do you consider the Applicant technically qualified to be licensed as a Professional Land Surveyor? \*

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

I certify under penalty of perjury that I have read and understand the laws, rules, and regulations regarding licensure as a Professional Land Surveyor in California relative to this applicant's qualifications and that the foregoing information accurately reflects my opinion and knowledge of the applicant's qualifications, professional integrity, ability, and fitness to be licensed as a Professional Land Surveyor in California. I also certify under penalty of perjury that I am authorized to practice land surveying and that the foregoing statements are true and correct to the best of my knowledge.

Signature of Reference :\*  Date :\*