



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

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

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www.bpelsg.ca.gov



**PROFESSIONAL ENGINEER ENGAGEMENT RECORD AND REFERENCE FORM**

This form must be submitted for each engagement claimed as qualifying experience. Each engagement being claimed as qualifying experience must be summarized on a separate Engagement Record and Reference Form. "SEE ATTACHED" and resumés are not acceptable in lieu of this form. **Part A of this form must be typed, or it will be returned to applicant.**

**The original of this form must be mailed to the Board Office postmarked by the Final Filing Date. Failure to have all documents in the Board Office by the final filing date will result in the Applicant not being set to the current examination.**

A copy of the Information Collection, Access, and Disclosure Notice must be provided by the applicant to the reference.

**PART A – TO BE COMPLETED BY THE APPLICANT**

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

|                                                         |                               |                                                    |                                                                         |                                          |          |
|---------------------------------------------------------|-------------------------------|----------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------|----------|
| Last Name                                               |                               | First Name                                         |                                                                         | Middle Name                              |          |
| Address of Record (Mailing Address):                    |                               |                                                    | City                                                                    | State                                    | Zip Code |
| Birth Date (MM/DD/YYYY):                                |                               | E-Mail Address:                                    |                                                                         |                                          |          |
| Daytime Phone Number (including area code & extension): |                               | Evening Phone Number (including area code):        |                                                                         | Cell Phone Number (including area code): |          |
| Engagement Number                                       | EMPLOYMENT DATES (MM/DD/YYYY) | TOTAL TIME WORKED IN MONTHS (for this engagement)  | Employer:<br>Employer Address:<br>City/State/Zip:<br>Applicant's Title: |                                          |          |
|                                                         | From:                         | QUALIFYING EXPERIENCE IN MONTHS (**SEE NOTE BELOW) | Reference's Name:<br>Reference's Address:<br>City/State/Zip:            |                                          |          |
|                                                         | To:                           |                                                    | Reference's Phone (including area code & extension):                    |                                          |          |

All of the following items must be completed.

Description of Engineering Tasks & Duties:

Level of Responsibility:

Description of Engineering Decisions Made:

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

**\*\* Qualifying experience claimed for this Engagement includes only subordinate level engineering work. It does not overlap with credit claimed for education. It does not include overtime, training, orientation, non-engineering work, or summer work while a student. 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 engineering employment that requires the applicant to use sound judgment in making engineering decisions and contributes to progress towards becoming a Professional Engineer.**

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

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

Signature of Reference \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

**PART B - TO BE COMPLETED BY REFERENCE**

PLEASE PRINT CLEARLY AND COMPLETE THE ENTIRE FORM.  
INCOMPLETE FORMS MAY CAUSE THE APPLICANT TO BE DEEMED INELIGIBLE.

You, as the reference, may request additional experience information from the applicant, including the Board's licensing requirements as contained in the Business and Professions Code and the California Code of Regulations. You must personally complete, sign, seal or stamp, and return both Part A and Part B of this form to the applicant in a sealed envelope.

My relation with the Applicant has been/is:  Employer/Supervisor  In Responsible Charge\*  
(check all that apply)  Co-Worker/Associate\*  Reviewed Work\*  Other\*

Are you related to this Applicant by blood, marriage, or adoption?  YES\*  NO

Do you verify the Applicant's experience on Part A, including position title and employment dates?  YES  NO\*

Have you personally seen and reviewed the Applicant's engineering work?  YES  NO\*

I have personal knowledge of the Applicant's work experience from the date of \_\_\_\_\_ to the date of \_\_\_\_\_

Do you consider the Applicant technically qualified to be licensed as a Professional Engineer?  YES  NO\*  DO NOT KNOW\*

**\*Explain in detail all responses marked with an asterisk in this section. Also, include any additional information about the Applicant's engineering experience, capabilities, or limitations. ATTACH ADDITIONAL SHEETS IF NEEDED. If you and the applicant currently have different employers, please explain how you know of the applicant's experience.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                                                                                                                                    |                                                   |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| From personal knowledge, I verify that the applicant has the appropriate experience in the following areas (check all that apply): | PLEASE AFFIX YOUR PROFESSIONAL SEAL OR STAMP HERE |
| Technical Competency _____                                                                                                         |                                                   |
| Engineering Judgment _____                                                                                                         |                                                   |
| Professional Integrity/Ethics _____                                                                                                |                                                   |
| Project Communications _____                                                                                                       |                                                   |
| Independent Decision Making _____                                                                                                  |                                                   |
| Coordination of Project Support Staff _____                                                                                        |                                                   |
| Code/Regulatory Knowledge _____                                                                                                    |                                                   |
| Responsible Charge Capability _____                                                                                                |                                                   |

Your Title \_\_\_\_\_

Your Name \_\_\_\_\_

Your Company Name \_\_\_\_\_

Lic No./Exp. Date \_\_\_\_\_

Address \_\_\_\_\_

Branch/State/Country \_\_\_\_\_

City/State/Zip \_\_\_\_\_

OR – I am legally exempt from licensure because \_\_\_\_\_

Phone ( \_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_