


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

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

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www.bpelsg.ca.gov



## STRUCTURAL 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	Country
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: Employer Address: City/State/Zip:		
	From:	QUALIFYING EXPERIENCE IN MONTHS (**SEE NOTE BELOW)	Applicant's Title:		
	To:		Reference's Name: Reference's Address: City/State/Zip:		
Reference's Phone (including area code & extension):					

All of the following items must be completed.

Description of Structural Engineering Tasks & Duties:

Level of Responsibility:

Description of Structural Engineering Decisions Made:

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

\*\* Qualifying experience claimed for this Engagement is defined as acceptable professional practice in structural engineering for buildings or other structures. Qualifying experience also includes professional level employment performing the checking of structural engineering plans and calculations performed under the immediate supervision of a Structural Engineer licensed in this state or a Structural Engineer licensed in a state that has a comity agreement with the State of California.

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: (check all that apply)	Employer/Supervisor Co-Worker/Associate*	In Responsible Charge* Reviewed Work*	Other*
Are you related to this Applicant by blood, marriage, or adoption?		YES*	NO
Do you verify the Applicant's structural engineering experience on Part A, including employment dates?		YES	NO*
Have you personally seen and reviewed the Applicant's structural engineering work?		YES	NO*
Do you believe that the Applicant has adequate experience and the technical ability to design and analyze structural components and structural systems and, thus, use the title "Structural 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.**

<p>From personal knowledge, I verify that the applicant has the appropriate structural design or plan checking experience in the following areas (check only those areas that apply):</p> <p>Common Construction Materials:  WOOD  STEEL  MASONRY  CONCRETE</p> <p>Lateral Forces:  WIND  SEISMIC</p> <p>Framing Systems  Foundation Systems  Application of Building Codes  Multi-Story Buildings or  Equivalent Multi-Level Structures</p>	<p>PLEASE AFFIX YOUR PROFESSIONAL SEAL OR STAMP HERE</p>
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Your Title \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

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

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

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

I certify under penalty of perjury that these statements are true and correct to the best of my knowledge and that I have personal knowledge of the applicant's structural engineering work.

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

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