



Commonwealth Of Pennsylvania  
Department Of State  
Bureau of Professional and Occupational Affairs  
State Registration Board for Professional Engineers, Land Surveyors and Geologists  
P. O. Box 2649  
Harrisburg, PA 17105-2649

### Amplified Record of Engineering Work Experience Requirements

To assist the Board with providing the most appropriate evaluation of your engineering work experience, you must submit an “Amplified Record of Engineering Work Experience” form (amplified record), which has been **completed in its entirety** (names, addresses, complete dates-not “to present” etc...).

The amplified record should clearly describe the progressive engineering work that you personally performed; delineate your role in any group engineering activity; provide an overall description of the nature of work you personally performed and specifically indicate how your engineering skills and responsibilities have progressively increased during your years of experience and must demonstrate conclusively the years of progressive professional experience you have obtained (including detailed examples of how engineering knowledge and engineering principles, including the principles of math and science, were actually employed ) in engineering work of a grade and character to fit you to assume responsible charge of the work involved in the practice of engineering.

Please note that *the only work experience considered during any application review* is the experience information provided on *the amplified record*.

Additionally, please note that you should provide no more than **one year of work experience per page** of the amplified record; however, you may use as many pages as necessary to accurately describe each year of experience.

Once the Board office has received a complete amplified record of the progressive engineering work experience you have obtained, continued review of your application can be given.

# AMPLIFIED RECORD OF ENGINEERING WORK EXPERIENCE for FE EXAM CANDIDATES



(Duplicate this blank page to provide sufficient extra pages to adequately document your experience. ONLY information presented on this form will be considered.)

Employment Number (1, 2, 3, etc.)	List <b>NAME &amp; ADDRESS</b> of Supervising Official thoroughly familiar with each employment. (If licensed, indicate "PE" after name.)	Dates of Engineering Employment (All time frames must be accounted for and include the <u>month and year</u> . Do NOT use "Present" as your end date.)		<b>PREPARATION INSTRUCTIONS – READ &amp; FOLLOW DIRECTIONS CAREFULLY</b> 1. Applicants applying to sit for the FE examination by experience <b>must show at least 8 years</b> of <b>progressive</b> experience in engineering work and knowledge, skill and education, as determined by the Board, approximating that attained through graduation from an approved engineering curriculum. 2. List employers in <u>chronological order</u> with the oldest employment shown as Number 1. 3. Show name and address of each employer and the title of your position. 4. For each employer describe in <b>detail</b> the work you performed and your specific role(s). Applicants with insufficient information will be requested to revise and resubmit the forms. 5. DO NOT LIST ANTICIPATED EXPERIENCE (The required amount of experience <b>MUST</b> have been completed <b>PRIOR</b> to the application deadline.) 6. <b>Each page of the record MUST include your PRINTED NAME and DATE</b> as well as all other requested information. <b>Your signature is required on the LAST page of each engagement, along with the totaled experience for that engagement.</b> 7. <b>List Work Experience section in the following format:</b> (a) Title of Position (b) Name and Address of Employer (c) Description of Work – Must be accurate, detailed, all-inclusive and indicate character of work and degree of responsibility.	# of Years & Months Areas of Experience Must equal length of time employed										
		From Mo/Yr	To Mo/Yr		In Design		In Other Engineering Work								
		Yrs	Mos		Yrs	Mos									
	Supervisor's Name: Supervisor's Address:			<b>ENGINEERING WORK EXPERIENCE DESCRIPTION:</b> Work Experience <b>MUST</b> be listed in a yearly format <b>with no more than one year of experience per page</b> ; however, you may use <u>more than one page for a single year of work experience</u> ; there is no maximum number of pages allowed.											
Print Name (EACH PAGE):				Signature (Last Page Of Each Engagement):				Date:				EXPERIENCE (TIME) GAINED WHILE EMPLOYED → (Total Experience on LAST PAGE OF EACH ENGAGEMENT)			