

REFERENCE INFORMATION FORM

A. Applicant Check List:

- ☐ 1. Please note all requirements on instruction page of application. Applicants for the **PE exam** must have 3 PE's as references; the other 2 references may be similarly qualified (must attach a resume to completed reference form); OR registered land surveyors or geologists who can verify engineering experience. Applicants for the **surveying exam** must have at least 3 licensed surveyors as references; the other 2 may be professional engineers. Geologist applicants must provide references from 3 licensed geologists (Exception: See #4 under Section B).

Applicants applying for the FE or FS examination based on experience would follow the same reference guidelines listed above for the relevant profession.

- ☐ 2. Fill in your name and address (Top of Page 2) and that of the reference.
- ☐ 3. Check (✓) the appropriate category (Top of Page 2) in which you are seeking registration/certification.
- ☐ 4. Applicant **MUST NOT** be related to any reference. References should have personal knowledge of your experience and collectively be able to attest to the entire amount of required experience.
- ☐ 5. Attach a copy of your completed AMPLIFIED RECORD to each Reference Form provided to your references.
- ☐ 6. The completed Reference Information Form **MUST** be returned directly to the appropriate office directly **from the reference**. Copy of amplified record should not be returned.
- ☐ 7. Reference Information Forms submitted by the applicant with the application will be **REJECTED**.

B. Reference Check List:

The applicant is required to furnish evidence of qualification for registration for the category checked below. You are asked to attest to the applicant's character, ability, reputation and professional skills and attainments. Be assured that the Board will hold all information strictly confidential.

- ☐ 1. Please answer questions on Page 2 of this application.
- ☐ 2. Sign and date at the bottom of Page 2.
- ☐ 3. **DO NOT RETURN THE AMPLIFIED RECORD.**
- ☐ 4. **References** without a professional license (Eng/Surv) must attach a copy of their resume to this form before mailing. **For Geologists:** If verifying a candidate's work performed prior to February 16, 1993, a similarly qualified geologist who was not licensed (with the proper biography) may be submitted.
- ☐ 5. Return completed Reference Information Form as instructed below to the appropriate location:

For PE/EIT Applicants: Mail directly to ↓

Professional Credential Services (PCS)
P.O. Box 198689
Nashville, TN 37219-8689

For All OTHER Applicants: Mail directly to ↓

Engineer Board
P. O. Box 2649
Harrisburg, PA 17105-2649

(To be completed by Reference and due by exam deadline dates of July 1 or December 1)

The undersigned certifies to the accuracy of the above statements.

Signature: _____ Date:

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