

REFERENCE INFORMATION FORM CHECKLIST

A. Applicant Check List:

1. Please review all Reference requirements in the Board's Regulations (§37.32 for Engineers, §37.37 for Geologists and §37.48 for Surveyors).

Applicants for the **PE exams, licensure**, or the **FE exam (based upon work experience)** must have at least 3 licensed Professional Engineers as references; however, **all work experience must be supported by a Reference Information Form submitted by the licensed professional engineer who supervised the work experience.**

Applicants for the **PS &/or PLS exams, licensure**, or the **FS exam (based upon work experience)** must have at least 3 licensed Professional Land Surveyors as references, the other 2 may be licensed professional engineers; however, **all work experience must be supported by a Reference Information Form submitted by the licensed professional land surveyor who supervised the work experience.**

Applicants for the **FG &/or PG exams or licensure** must provide references from 3 licensed Professional Geologists or unlicensed geologists who are qualified to evaluate the training and experience; however, **all work experience** must be supported by a Reference Information Form submitted by the licensed professional geologist who supervised the work experience

Applicant MAY NOT be related to **any** reference. References MUST have *personal knowledge of your experience* and collectively be able to attest to the entire amount of required experience.

Attach this checklist AND the corresponding pages of your original completed AMPLIFIED RECORD (signed on the last page of each engagement) to each Reference Form provided to your references.

Reference Information Forms submitted by the applicant with the application will be REJECTED.

- ☐ 1. Fill in your name and address at the top of the Reference Information Form.
- ☐ 2. Write in what you are applying for i.e. FE, PE, FS, PS &/or PLS, FG &/or PG Exam(s), Type of licensure (if you have already passed ALL required exams).

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. Provide a response for all questions on the Reference Information Form. Forms without all questions answered (and explanations provided, as necessary) will be REJECTED.
- ☐ 2. Sign and date at the bottom of Page 2.
- ☐ 3. References without a professional license must attach a copy of their resume to this form before mailing.
- ☐ 4. *** **Return the original completed Reference Information Form AND the entire original Amplified Record of Work Experience form, in a sealed envelope bearing your signature across the seal, to the appropriate location (as noted below):**

For FE/PE Exam Applicants, mail directly to: PCS, PO Box 198728, Nashville TN 37219

For all other applicants (Geologists (FG, PG), Surveyor (FS, PS, PLS Exam) or Non-Examination Engineer), mail directly to Engineer Board, PO Box 2649, Harrisburg, PA 17105

The fully completed Reference Information Form AND Amplified Record of Work Experience form MUST be returned directly to the appropriate office from the reference, as noted in item 4 (above).

DO NOT RETURN THE REFERENCE INFORMATION FORM OR THE AMPLIFIED RECORD OF WORK EXPERIENCE FORM TO THE APPLICANT

REFERENCE INFORMATION FORM

Applicant's Name:					Applying for:					
Address:					City:		State:		Zip:	
<u>ALL OF THE FOLLOWING MUST BE COMPLETED BY THE REFERENCE:</u>										
Must be typed or completed in black ink – If ALL Information is not provided, the form is not considered complete										
1. Name:		LAST				FIRST			MI	
2. Address:		Street								
		City			State			Zip		
3. Business Phone (8 AM - 5 PM):								Ext.:		
4. E-Mail Address:										
5. What is your present business or profession:										
6. If in individual practice, please indicate nature of such practice.										
7. What is your area of expertise (discipline)?										
8. Are you a Licensed <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Geologist? <input type="checkbox"/> None						License #				
If "none", you must submit a detailed resume or curriculum vitae.						State		Exp. Date		
9. How long have you known the applicant?					From		to		inclusive.	
					Do not use "present"					
10. Did/Do you provide direct supervision over the applicants work?						<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", provide a detailed explanation below (use a separate page if necessary):				
11. Did/Do you have review and approval authority over the applicants work?						<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", provide a detailed explanation below (use a separate page if necessary):				
12. Are you in any way related to applicant?					<input type="checkbox"/> Yes <input type="checkbox"/> No					
13. Do you know of anything reflecting adversely on the integrity, morals or general good character of the applicant?					<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", provide a detailed explanation below (use a separate page if necessary)					

14. Does the applicant read, write, and speak the English language intelligibly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Was the applicant assigned tasks and duties with increasing responsibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", provide a detailed explanation below (use a separate page if necessary):
16. Is applicant's experience of a grade or character to allow applicant to assume sole responsible charge of the work involved in the practice of the profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", provide a detailed explanation below (use a separate page if necessary)
17. Were the tasks and/or duties noted on the Amplified Record completed specifically by the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", provide a detailed explanation below (use a separate page if necessary):
18. Do you recommend the applicant for certification or licensure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", provide a detailed explanation below (use a separate page if necessary):
19. Focusing on the applicant's ability to utilize the principles and practice of their profession, provide a description of what you think are the applicant's qualifications. (use a separate page if necessary)	
20. Does the applicant consistently demonstrate a professional attitude in his/her work?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", provide a detailed explanation (use a separate page if necessary):
<p style="text-align: center;">I _____ certify to the accuracy of the above statements</p> <p style="text-align: center; font-size: small;">Print your name</p> <p>Signature: _____ Date: _____</p>	