



Board of Registration for Architects, Engineers and Land Surveyors

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Verification of Work Experience — Engineer by Comity

Work experience forms and letters of reference must bear the signed and dated PE stamp (seal) of the verifier. A supervisor or department manager who was licensed as an engineer at the time of employment can verify the work of exam applicants.

If you have at least five years of post-registration experience, in lieu of work experience verifications, you may provide two current letters of reference from registered engineers in the same discipline for which you are applying to verify that experience. The letters should address:

- your professional experience on projects;
- your ability and character;
- their professional association to you;
- how long they have been an associate of yours (minimum of 5 years);
- their specific branch of engineering practice; and
- their registered discipline (if applicable).



Applicant:

Please complete the identifying information below and forward a copy of this form to your employer or supervisor where you obtained your work experience. *Make additional copies of this form, as needed.*

Applicant Name:			
Start Date:		End Date:	
Less Employment Gaps of Two or More Months:		Total Months Verified:	
Any gaps of employment for any reason during the time frame above in excess of two continuous months must be subtracted from the "Months" above.			



Verifiers of Work Experience:

Please complete this bottom part for the applicant identified above and return the form directly to the Board of Registration for Architects, Engineers and Land Surveyors at the letterhead address or email.

Applicant Name:		Job Title:	
Business Name:			
Job Duties:			
Describe the work the applicant performed, and his/her responsibilities:			

What professional association did you have with the applicant?	
1. Would you employ this applicant in a position of trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you recommend the applicant for professional registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Using the period of employment from page 1, how many months were considered "sub-professional" work?	
<i>Sub-professional work means time spent working in design support or construction related employment.</i>	
4. Using the period of employment from page 1, how many months were considered "professional" work?	
<i>Professional work means the time the applicant has been occupied in architecture, engineering, land surveying, or landscape architecture work of higher grade and responsibility than that of sub-professional work.</i>	
5. Of the time considered "professional" work, how many months was the applicant in a position of "responsible charge"?	
<i>Per 12AAC 36.063 "To receive full credit for responsible charge experience, an applicant must gain responsible charge experience while under the responsible control of a professional engineer registered in the United States in the branch of engineering for which the applicant has applied."</i>	
<i>Responsible charge means:</i>	
<ul style="list-style-type: none"> <i>In the field, the applicant must have had the direction of work, the successful accomplishment of which rested upon the applicant, where the applicant had to decide questions of methods of execution and suitability of materials without relying upon advice or instructions from his/her superiors and where the applicant had to supply solutions to deficiencies in plans or had to correct errors in design without first referring them to higher authority for approval, except where the approval is a matter of form.</i> <i>In the office, the applicant must have had to undertake investigations or carry out assignments which demand resourcefulness and originality, or make plans, write specifications, and direct drafting and computations for the design of architectural, engineering, or land surveying work with only rough sketches, general information and field measurements for reference.</i> 	
Note: The total months for sub-professional and professional experience should equal the total months during the period of employment indicated. Responsible charge experience is a subset of professional experience and should be less than or equal to the number of months entered for question number 4.	
6. In your opinion, has the applicant had professional experience on any projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please name one:	
7. Are you a professional engineer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Were you registered at the time you supervised the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Were you registered in a discipline-specific state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which discipline?	

10. If no stamp or seal is available below, please state the reason why:	
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Signature

Professional Seal	Signature:		Date Signed:	
	Printed Name:		Title:	
	Email:		Phone:	
	Registration State:		Registration Number:	