Application for Approval to Sit for the Pennsylvania State Specific Land Surveying (PLS) Examination

PA STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS AND GEOLOGISTS

Mailing Address:
Engineer Board
PO Box 2649
Harrisburg PA 17105

Tel: 717.783.7049 E-Mail: st-engineer@pa.gov
Website: www.dos.pa.gov/eng

Courier Address:
1 Penn Center
Engineer Board
2601 N 3rd St
Harrisburg PA 17110

Applicant Information

QUALIFICATIONS: Refer to Section 4.3(c) of the Engineer, Land Surveyor and Geologist Registration Law for specific qualification requirements. You may view the Board's law on-line at www.dos.pa.gov/eng by selecting the link for "Board Laws and Regulations".

To qualify for the PLS examination you **must** have **successfully completed the NCEES Fundamentals of Surveying (FS) examination and the Principles and Practice of Surveying (PS) examination** (there is **NO EXCEPTION** to this requirement), *AND* you must show satisfactory proof of having obtained *at least* **four (4) years of progressive experience in land surveying work performed after the ISSUE DATE of the SIT certificate and under the supervision of a licensed professional land surveyor**. YOU MAY NOT ANTICIPATE WORK EXPERIENCE. You must have obtained ALL required work experience PRIOR to the application deadline (as set forth in §37.16 of the Board's Regulations) to be considered for the corresponding examination administration.

Application must be typed OR printed in **black** ink. **ALL requested information is MANDATORY**.
DO NOT use "Present" as an indication for any time-line and/ or ending date; you should use the date the respective information is completed.
Any application that is missing information requested on the application and/or form will be returned with a discrepancy letter.
ANY application discrepancy is likely to cause a significant review delay that may result in your application not being reviewed in time to be considered for the examination administration other than the one which you are initially applying for.

If you passed the FS exam and/or PS exam in any State or Jurisdiction other than Pennsylvania, you must send the Verification of Examination/Registration form to the State Board or Licensing Jurisdiction where you passed the FS and/or PS and have their office send the fully completed form **directly** to the Board office. The form must be received by the Board bearing a postmark no later than December 1 for the April exam and no later than July 1 for October exam.
This form is NOT required if you successfully completed the FS and/or PS examination in Pennsylvania.

You must contact your College/University to have them mail an *Official Final Transcript* **directly** to the Board office. ALL transcripts must be received in via the U.S. Postal Service (they WILL NOT be accepted via E-mail, Fax or with your application) and MUST be postmarked no later than December 1 for the April exam and no later than July 1 for October exam.
If your bachelor's degree is from a school outside of the United States – your educational credentials must be evaluated to determine the equivalency of your degree in land surveying from an accredited U.S. school.
This is a MANDATORY requirement, regardless of you having a graduate degree from a U.S. school, *if you wish to be considered for approval to sit for the examination based upon your education.*
Contact: NCEES – Website: www.ncees.org, Tel: 800.464.7650 for additional information. The evaluation MUST be transmitted **directly** to the Board Office from NCEES.
You should note that if you are applying for approval with a foreign education that your requested examination administration date IS NOT guaranteed.

The **Amplified Record of Work Experience** form must be fully completed in its entirety according to the instructions on the form. The amplified record must demonstrate conclusively the four (4) or more years of progressive professional experience you have obtained in land surveying work performed **after the issue date of the surveyor-in-training certificate** of a grade and character to fit you to assume responsible charge of the work involved in the practice of land surveying. You MAY NOT anticipate any land surveying work experience. ALL experience must be completed **PRIOR** to the submission of your application.
(This is NOT necessary if the amplified record is provided in your *NCEES Record*.)

References: Please list references in Section 5. References must have personal knowledge of your work experience and collectively must be able to attest to the entire amount of required land surveying work experience. References should include your immediate supervisor(s).Applicants must NOT be related to those listed as references. At least three (3) of your five references **must be licensed Professional Land Surveyors**. The other two (2) may be licensed Professional Engineers or Licensed Professional Geologists (OR similarly qualified individuals [as determined by the Board]); however ALL references **must** be able to attest to your land surveying work experience, character and qualifications.

Please Answer ALL Questions in Section 8, if you **answer "YES" to any questions #3 thru question #7**, you **must** provide a full written explanation on an 8 ½ x 11 sheet of paper AND submit certified copies of any and all relevant Board, Court and or legal documents, including documentation of your successful completion of any sentencing requirements and the final disposition. NOTE: Answering "YES" to any question #3 thru #7 will not necessarily result in the automatic denial of your application. **ALL** information must be postmarked by the appropriate application deadline date, in order for your application to be considered for that examination administration.

Sign and date the Social Security Act Certification **AND** the Certification Statement

Maintain a copy of your completed application for your records prior to submission. Copies of an application WILL NOT be provided to applicants once they have been received.

Mail your application and fee of $50 (check or money order made payable to "Commonwealth of PA") to the appropriate address.

NOTE: *If you would like to know when your application has been received by the Board office* you MUST mail your application "Certified-Return Receipt" to the **Courier address**.

Mailing Address: Engineer Board, PO Box 2649, Harrisburg PA 17105

Courier Address: Engineer Board, 1 Penn Center, 2601 N 3rd St, Harrisburg PA 17110

Once ALL required supporting application materials have been received by the office for the Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists (Board), your application is considered fully complete. If ANY supporting application materials and/or documents are received AFTER the application deadline (as established by §37.16 of the Regulations of the Board) your application will be considered for the NEXT examination administration.

Every *fully complete* (all required items are postmarked by the application deadline) application that is received by the Board will be guaranteed at least ONE application review by the Board office, per examination administration. If any application discrepancies are noted by the Board office when your application is reviewed, you will be notified in writing by the Board office (you will be sent a "discrepancy letter"); any response to a discrepancy letter that you may be sent will be considered an application re-evaluation and each response will be reviewed *in the date order it was received* only **AFTER** every examination application that was appropriately received by the application deadline has had at least ONE initial review. Requested examination administration dates **are not guaranteed.**

It is the responsibility of the applicant to provide ALL of the information requested on the application form, additionally, it is the responsibility of the applicant to stay in touch with, colleges/universities, other licensing jurisdictions, court offices etc… to ensure that ALL required paperwork and/or documentation is being forwarded to the Board office by the application deadline date.

MANDATORY Application Deadline Requirements

The **fully completed Application form, ALL required supporting application documents and the Application fee** must be **postmarked** *ON OR BEFORE* the **application deadline** that has been established by §37.16(c) of the Regulations of the Pennsylvania State Registration Board for Professional Engineer, Land Surveyors and Geologists ("Board").

The application deadlines (as established by Regulation) are *December 1st to be considered for the April exam* and J*uly 1st to be considered for the October exam.*

There are NO exceptions.

A postmark is defined as the official mark that the United States Postal Service uses to cancel your postage.

*****Postage meter dates from businesses are not considered a postmark. *** Courier service packages must clearly indicate the date sent. ****

If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the Board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

The Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists

Application for Approval to Sit for the Pennsylvania State Specific Land Surveying (PLS) Examination

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Section 1: Applicant Information

Black ink or **Typed ONLY**

Legibly print or type your name as it appears on the government-issued ID that you will take to the exam. You must use the same name and spelling when scheduling with Pearson VUE

Last Name			
First Name		Middle	
Social Security Number		Date of Birth	
Street Address:			
(Continued)			
City		State	Zip
Daytime Phone		Extension	
E-Mail Address (By providing your E-Mail address you agree to be contacted via E-Mail by Pearson VUE or the Board)			
Maiden Name or Prior Name (if applicable)			

If any application documents will be sent in a maiden/prior name you MUST submit one of the following: a copy of your marriage certificate, a copy of a divorce decree that indicates the retaking of your maiden name or other legal court document supporting a legal name change

Section 2: Board Application Fee

Submit check or money order in the amount of **$50.00** payable to **"Commonwealth of PA."**

A $25.00 processing fee will be assessed for any payment returned by your bank, regardless of the reason for non-payment. Fees are non-transferable and non-refundable.

Section 3: Examination Information

Have you passed the FS Exam?	Yes (continue)	No (STOP: **You must pass the FS exam to qualify for approval to sit for the PS & PLS exams**)	
State FS Exam was passed **(if other than PA have Exam Score Certification sent)**	Date FS Exam was passed:	SIT Issue Date:	
Have you passed the PS Exam?	Yes(continue)	**No (STOP: You must apply by examination to take the PS and PLS exams)**	
State in which Principles & Practice of Land Surveying examination was passed:	**State:**	**Date PS Exam was passed:**	

I am applying for the following Pennsylvania **"SURVEYOR STATE PORTION ONLY"** examination date (check one): ☐ **April** ☐ **October**

Name of Applicant (Print):

Section 4: Education (If additional space is required, submit on a 8 ½" x 11" sheet of paper)

Transcripts must be mailed directly from college/university to the Board office.

DEGREE	UNIVERSITY/COLLEGE NAME	CAMPUS ADDRESS (CITY AND STATE)	MAJOR	CONFERRAL DATE
AS				
BS				
MS				
PHD				

Section 5: References (See "Reference Information" on Instruction Page)

List five references - Name, Address, State, Professional License Number and Telephone number

Name	Address	State In Which Licensed	License #	Telephone #
1.				
2.				
3.				
4.				
5.				

Section 6: Applications previously submitted to this Board.

Engineer-In-Training ☐ Professional Engineer ☐ Surveyor-In-Training ☐ Professional Land Surveyor ☐ Professional Geologist ☐ None ☐

Section 7:

Do You Read ☐ Yes ☐ No

Write ☐ Yes ☐ No

and Speak ☐ Yes ☐ No the English Language?

Name of Applicant (Print):

Section 8: Please Answer the Following Questions:

The following must be answered. **If you answer "YES" to any questions #3 thru question #7**, you must provide a full written explanation on an 8 ½ x 11" sheet of paper **AND** submit certified copies of any and all relevant Board, Court and/or Legal documents, including documentation of your successful completion of any sentencing requirements and the final disposition. NOTE: Answering "YES" to any question #3 thru question #7 will not necessarily result in the automatic denial of your application. Certified Documents **cannot be accepted electronically** (fax or E-mail). Acceptable documentation **MUST** be postmarked by December 1st for the April exam and July 1st for the October exam.	**YES**	**NO**
1. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction?		
2. If you answered yes to the above question, please provide the profession and state or jurisdiction. _____		
3. Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline? **If action was taken in Pennsylvania – Certified copies NOT required.**		
4. Do you currently have any disciplinary charges pending against your professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
5. Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction?		
6. Have you been convicted (found guilty, pled guilty or pled nolo contendere), received probation without verdict or accelerated rehabilitative disposition (ARD), as to any criminal charges, felony or misdemeanor, including any drug law violations? Note: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.		
7. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction?		

Name of Applicant (Print):

Section 9: Social Security Act Certification

This licensing board is obligated to inform each applicant or licensee from whom it requests a Social Security number on any application or form that disclosing such number is mandatory in order for this licensing board to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). In order to enforce domestic support orders, at the request of the Commonwealth's Department of Human Services (DHS), this licensing board must provide DHS information prescribed by DHS about the licensee, including the Social Security number.

In the event that this licensing Board takes disciplinary action against an applicant or licensee, this board may disclose their Social Security number if applicant or licensee voluntarily agrees to the disclosure of this information to the appropriate professional association. This organization compiles information about individual applicants and licensees and transmits that information to other licensing boards in order to coordinate licensure and disciplinary activities between the individual states. If you do not voluntarily provide your Social Security number for this purpose, information about you will still be transmitted to this organization should this licensing board discipline you, but that information will not include your Social Security number.

I certify that I have read the above statement, understand the full intent and I do give this licensing board permission to report my Social Security number to the appropriate professional association or licensing board.

Signature of Applicant: **Date:**

Section 10: Certification Statement

By signing below, I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S.§4911.

Additionally, I certify that the statements in this application are true and correct to the best of my knowledge, information and belief, and that I am of good moral character. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

Signature of Applicant: **Date:**

Once ALL required application materials have been received by the office for the Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists (Board), your application is considered fully complete.

If ANY supporting application materials and/or documents are received with a postmark AFTER the application deadline (as established by §37.16 of the Regulations of the Board) your application will be considered for the NEXT examination administration.

Every *fully complete* (all required items are postmarked by the application deadline) application that is received by the Board will be guaranteed at least ONE application review by the Board office, per examination administration. If any application discrepancies are noted by the Board office when your application is reviewed, you will be notified in writing by the Board office (you will be sent a "discrepancy letter").

Any response to a discrepancy letter that you may be sent will be considered an application re-evaluation and each response will be reviewed *in the date order it was received* only **AFTER** every examination application that was appropriately received by the application deadline has had <u>at least ONE initial review</u>. Requested examination administration dates **are not guaranteed.**

It is the <u>responsibility of the applicant</u> to provide ALL of the information requested on the application form, additionally, it is the <u>responsibility of the applicant</u> to stay in touch with, colleges/universities, other licensing jurisdictions, court offices etc… to ensure that ALL required paperwork and/or documentation is being forwarded to the Board office by the application deadline date.

Rev 08/2014

AMPLIFIED RECORD OF SURVEYING WORK EXPERIENCE – PLS EXAM

Page ____ of ____

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

PREPARATION INSTRUCTIONS – READ & FOLLOW DIRECTIONS CAREFULLY

1. Applicants **must show at least 4 years of PROGRESSIVE experience gained under the supervision of a licensed Professional Land Surveyor, AFTER the issue date of the SIT certificate.**
2. List employers in chronological order with the oldest employer shown as Number 1.
3. Provide the name and address of each employer and the title of your position.
4. For each employer describe in **detail** the work you performed and your specific role(s). **Applicants with insufficient information will be requested to revise and resubmit the forms.**
5. Include a **Detailed Breakdown of Surveying Experience form** after the last page of the Amplified Record **for EACH Engagement.**
6. **DO NOT LIST ANTICIPATED WORK EXPERIENCE** (The required amount of experience **MUST** have been completed **PRIOR** to the application deadline.)
7. **Each page** of the record **MUST** include your **PRINTED NAME and DATE** as well as all other requested information**. Your signature is required on the LAST page along with the totaled experience.**
8. **List Work Experience section in the following format:**
   (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.

Employment Number (1, 2, 3, etc.)	List **NAME & ADDRESS** of Supervising Individual. (If licensed as a Professional Land Surveyor, indicate "PLS" after name.")		Dates of Surveying Employment (All time frames must be accounted for and include the ***month and year***. **Do NOT use "Present"** as your end date.)				# of Years & Months Areas of Experience Must equal length of time employed			
							In Design		In Other Surveying Work	
			From Mo/Yr		**To** Mo/Yr		Yrs	Mos	Yrs	Mos
	Supervisor's Name:	**Supervisor's Address:**								

LAND SURVEYING WORK EXPERIENCE DESCRIPTION: **Work Experience *MUST* be listed in a yearly format with *no more than one year of experience per page;* however, you may use more than one page for a single year of work experience; 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 ONLY)**				

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 Land Surveyor Work Experience Requirements

To assist the Board with providing the most appropriate evaluation of your supervised land surveying work experience, you must submit an "Amplified Record of Work Experience" form (amplified record), which has been **completed in its entirety** (names, addresses, complete employment dates- *NOT to "present"* etc…) and provides the Board with specific, thorough and detailed descriptions of your progressive professional experience in land surveying work that you obtained under the supervision of a licensed professional land surveyor(or similarly qualified surveyor [**as determined by the board**] of a grade or character to fit him to assume responsible charge of the work involved in the practice of land surveying) **and** after the issuance of your Surveyor-In-Training (SIT) certificate.

The amplified record must clearly describe the land surveying work that you personally performed; delineate your role in any group land surveying activity; provide an overall description of the nature of work you personally performed (including detailed descriptions of your use of the principles of land surveying) and specifically indicate how your land surveying skills and responsibilities have increased during your years of experience.

Your amplified record must demonstrate conclusively the four (4) or more years of progressive professional experience you have obtained in land surveying work performed after the issue date of the surveyor-in-training certificate of a grade and character to fit you to assume responsible charge of the work involved in the practice of land surveying. Please note that *the only work experience considered during any application review* is the experience information provided on *the amplified record*. You MAY NOT anticipate any land surveying work experience. ALL experience must be completed PRIOR to the submission of your application.

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.

DETAILED BREAKDOWN OF SURVEYING EXPERIENCE

NOTE: If no experience in any area – indicate with a zero (0)

Applicant's Name		Dates of Employment	From MM/YY		To MM/YY	
Employer		Supervisor		Job Title		

	Supervisory		Party Chief		Instrument Person		Rodman / Chainperson	
	Office	Field	Office	Field	Office	Field	Office	Field
Property Line Experience:								
Boundary Surveys								
Courthouse Research								
Subdivision Design								
Engineering Land Surveys:								
Incidental design of related improvements, such as line & grade extension of roads, sewers & grading but not requiring independent engineering judgment								
The determination of the configuration or contour of the earth's surface, or the position of fixed objects on or related to by means of measuring lines & angles & applying the principles of mathematics, photogrammetry or other measurement methods								
Geodetic survey, underground survey & hydrographic survey								
Storm water management surveys & sedimentation & erosion control surveys								
Determination of the quantities of materials								
Tests for water percolation in soils								
Preparation of plans & specifications & estimates of proposed work & attendant costs								
Total Months								

REFERENCE INFORMATION FORM CHECKLIST

A. **Applicant Check List:**

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**) shall provide at least **five (5) references**. **Three (3)** who are **licensed Professional Engineers who can attest to the progressive work experience**, the other **two (2)** may be professional land surveyors, professional geologists or unlicensed engineers who, through education and experience, possess an equivalent level of expertise as that of a professional engineer. A reference that is not a professional engineer licensed in the United States is required to submit a curriculum vitae. **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 provide **five (5) references**. At least **three (3)** of the references must be licensed Professional Land Surveyors, the other 2 may be licensed professional engineers, professional geologists or unlicensed surveyors who, through education and experience possess an equivalent level of expertise of that of a professional land surveyor. A reference who is an unlicensed surveyor is required to submit a curriculum vitae**. 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 **five (5) references**, **three (3)** of whom are **licensed professional geologists**, the remaining two (2) references may be professional engineers, professional land surveyors or unlicensed geologists who, through education and experience, possess an equivalent level of expertise as that of a professional geologist. A reference who is an unlicensed geologist is required to submit a curriculum vitae. **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** 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, *in a sealed envelope bearing your signature across the seal* to:**

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

Courier Address:
Engineer Board
One Penn Center
2601 North Third Street
Harrisburg, PA 17110

DO NOT RETURN THE REFERENCE INFORMATION FORM TO THE APPLICANT

REFERENCE INFORMATION FORM

Applicant's Name:	**Applying for**:
Address: **City**:	**State**: **Zip**:

ALL OF THE FOLLOWING MUST BE COMPLETED BY THE REFERENCE:

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 ☐Engineer ☐Surveyor ☐Geologist? ☐None **If "none", you must submit a detailed resume or curriculum vitae.**	**License #** **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?	☐ Yes ☐ 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?	☐ Yes ☐ No **If "No",** provide a detailed explanation below (use a separate page if necessary):		
12. Are you in any way related to applicant?	☐ Yes ☐ No		
13. Do you know of anything reflecting adversely on the integrity, morals or general good character of the applicant?	☐ Yes ☐ 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?	☐ Yes ☐ No
15. Was the applicant assigned tasks and duties with increasing responsibility?	☐ Yes ☐ 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?	☐ Yes ☐ No **If "No"**, provide a detailed explanation below (use a separate page if necessary)
17. Do you recommend the applicant for certification or licensure?	☐ Yes ☐ No If **"No"**, provide a detailed explanation below (use a separate page if necessary):
18. 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)	
19. Does the applicant consistently demonstrate a professional attitude in his/her work?	☐ Yes ☐ No If "**No**", provide a detailed explanation (use a separate page if necessary):

I _____ certify to the accuracy of the above statements

Print your name

Signature:_____ Date: _____

VERIFICATION OF EXAMINATION / REGISTRATION

Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists

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

Courier Address:
Engineer Board
One Penn Center
2601 North Third Street
Harrisburg, PA 17110

This form WILL NOT be accepted electronically OR from the applicant.

INSTRUCTIONS

It is the responsibility of the applicant to request the necessary verification(s) from **every State Board and/or Licensing Jurisdiction** you have ever *passed a certification and/or licensure examination* in **or** *have ever been granted certification or licensure* (regardless of the current status).

After completion, this form must be **mailed** to the PA Board **directly from the Verifying State or Jurisdiction.**

(You may duplicate this form as much as necessary.)

DO NOT provide the verifying Board an envelope with **YOUR** return address **OR** business letterhead/return address.

THIS PORTION TO BE COMPLETED BY APPLICANT

TO: (State Board Completing Form)

(Name of Applicant) _____

(Street Address) _____

(City) (State) (Zip) _____

(Social Security Number) _____ (Date of Birth) _____

THIS PORTION TO BE COMPLETED BY STATE BOARD

I. The above named person was certified or registered as:

	Certificate Number	Date Issued	Valid Until
Engineer-in-Training			
☐ Professional Engineer			
☐ Surveyor-in-Training			
☐ Prof. Land Surveyor			
☐			

II. Disciplinary Actions: ☐ **Yes** ☐ **No** **If "Yes", please provide certified copies of action**

III. Basis of Registration:

Written Examination

	# of Hrs.	Results (P/F/Score)	NCEES Exam (Yes/No)	Exam Date
☐ Fund. Of Engineering (EIT)				
☐ Princ. & Pract. of Engineering (PE)				
☐ Fund. Of Land Surveying (SIT)				
☐ Princ. & Pract. Of Land Surveying (PLS)				
Other Specify:				

☐ **Oral Examination** _____ hrs. PE _____ hrs. LS Date: _____

☐ **Comity with:** (1) _____ (2) _____

☐ **Education and Experience**: If licensed with less than 8 years of experience including graduation from ABET engineering curriculum, please check here ☐ and attach a detailed written description of qualifications and basis for licensure.

Signature and Title: _____

(Board Seal)