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 two 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.

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 the appropriate location (as noted below):

For FE/PE Exam Applicants, Mailing Address: Pearson VUE c/o Dasher, Inc. P.O. Box 60669 Harrisburg, PA 17105 or Courier Address: Pearson VUE c/o Dasher, Inc. 777 East Park Drive Harrisburg, PA 17111

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 MUST be returned directly to the appropriate office from the reference, as noted in item 4 (above).

DO NOT RETURN THE REFERENCE INFORMATION FORM TO THE APPLICANT
**REFERENCE INFORMATION FORM**

<table>
<thead>
<tr>
<th><strong>Applicant's Name:</strong></th>
<th><strong>Applying for:</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Address:</strong></th>
<th><strong>City:</strong></th>
<th><strong>State:</strong></th>
<th><strong>Zip:</strong></th>
</tr>
</thead>
</table>

**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**
   - 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: __________________________