

REFERENCE INFORMATION CHECKLIST

A. Applicant Check List:

1. Please note all requirements on instruction page of application. Applicants for the **PE exam** must have 3 licensed 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 FLS examination based on experience would follow the same reference guidelines listed above for the relevant profession.
2. Fill in your name and address at the top of the Reference Information Form.
3. Circle the appropriate category 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 this checklist AND 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. Provide a response for questions 1-15 of the Reference Information Form.
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:

DO NOT RETURN THE REFERENCE INFORMATION FORM TO THE APPLICANT

For FE/PE Applicants: Mail directly to ↓

Engineering Examination Services (EES)
P.O. Box 198728
Nashville, TN 37219

For All OTHER Applicants: Mail directly to ↓

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

REFERENCE INFORMATION FORM

Applicant's Name:					Applying for: EIT PE SIT PLS PG (Circle One)				
Address:			City:			State:		Zip:	
THE FOLLOWING TO BE COMPLETED BY REFERENCE: Must be typed or completed in blue or black ink									
1. Name of Reference:		LAST			FIRST			MI	
1a. Reference Address:									
2. Business Phone (8 AM - 5 PM) :									Ext.:
3. Internet E-Mail Address:									
4. What is your present business or profession:									
5. If in individual practice, please indicate nature of such practice.									
6. Are you a Licensed <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Geologist? <input type="checkbox"/> None		License #							
If "none", see B-4 of the checklist.		State:		Exp. Date					
7. How long have you known the applicant?		From		to		inclusive.			
8. What has been your business connection with applicant?									
9. Are you in any way related to applicant?		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
10. Do you know of anything reflecting adversely on the integrity or general good character of the applicant?		<input type="checkbox"/> No <input type="checkbox"/> Yes If "Yes", please explain:							
11. Does the applicant read, write, and speak the English language intelligently?		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
12. Briefly describe the applicant's qualifications:									
13. Is applicant's experience of a grade or character to allow applicant to assume responsible charge of the work involved in the practice of the profession?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If "No", please explain:					
14. Which employment numbers/engagement numbers/time periods shown on the applicant's amplified record of experience can you verify?									
15. Do you recommend the applicant for registration as requested in application?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If "No", please explain:					

The undersigned certifies to the accuracy of the above statements.

Signature:

Date: