

The following **SUMMARY OF EXPERIENCE** corresponds with the Experience Record Sheets, listed in reverse chronological order starting with the current position. Time is calculated in years and months.

EMPLOYMENT		EMPLOYER, COLLEGE, ETC		POSITION HELD	Technician, non-eng. or non-land surveying work		Engineering or land surveying work	
No.	Date	Name	Location		Years	Months	Years	Months
TOTAL								

REFERENCE SUMMARY: Please list **all** references below. References shall have at least one year personal knowledge of your practical engineering experience. Provide no less than six names, including four Professional Engineers (Oregon registrants desired, if possible), shall be submitted.

EMPLOYMENT NUMBER	NAME	REGISTRATION NUMBER	STATE	MAILING ADDRESS WITH ZIP CODE

I certify under penalty of perjury that the information on this application and all appended sheets is true and correct.

Signature of Applicant

Date

Privacy Act

As part of your application for an initial or renewed occupational, professional or recreational license, certification, or registration issued by the (agency), you are required to provide your Social Security Number to the (agency). This is mandatory. The authority for this requirement is ORS 25.785, ORS 305.385, 42 USC § 405 (c) (2) (C) (I), and 42 ISC § 666 (a) (13). Failure to provide your Social Security Number will be a basis to refuse to issue or renew the license, certification, or registration you seek. This record of your Social Security Number will be used for child support enforcement and tax administration purposes (including identification) only, unless you authorize other uses of the number. Although a number other than your Social Security Number appears on the face of the licenses, certificates, or registrations issued by the (agency), your Social Security Number will remain on file with the (agency). (*)

OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING

Applicant: Name:
 Social Security Number:

EXPERIENCE RECORD

(Additional sheets may be photocopied)

Record must be continuous regardless of nature of employment. Time should be calculated in years and months. List in reverse chronological order starting with the most recent assignment.

DESCRIBE IN DETAIL

Current Employment	Employer: Reference Name:	Non-Eng. or Non-Land Surveying		Engineering Land Surveying			
	Please list character of work (below) including specific engineering / land surveying duties and extent of responsibilities:	From Mo/date/Yr / /	To Mo/date/Yr / /	Yrs	Mos	Yrs	Mos

Employment 2	Employer: Reference Name:	Non-Eng. or Non-Land Surveying		Engineering Land Surveying			
	Please list character of work (below) including specific engineering / land surveying duties and extent of responsibilities:	From Mo/date/Yr / /	To Mo/date/Yr / /	Yrs	Mos	Yrs	Mos

Employment 3	Employer:			Non-Eng. or Non-Land Surveying		Engineering Land Surveying		
	Reference Name:							
Please list character of work (below) including specific engineering / land surveying duties and extent of responsibilities:			From Mo/date/Yr / /	To Mo/date/Yr / /	Yrs	Mos	Yrs	Mos

Employment 4	Employer:			Non-Eng. or Non-Land Surveying		Engineering Land Surveying		
	Reference Name:							
Please list character of work (below) including specific engineering / land surveying duties and extent of responsibilities:			From Mo/date/Yr / /	To Mo/date/Yr / /	Yrs	Mos	Yrs	Mos

REFERENCE INSTRUCTIONS:

Your name appears as a reference that can attest to the applicant's ability and professional experience as a professional engineer/land surveyor or an engineering intern/land surveying intern (as indicated in applicant section). In addition to the written record submitted by the applicant, the Board of Examiners for Engineering and Land Surveying needs the testimony of those who can, from personal knowledge, attest to the competency of the applicant in the discipline for which he/she has applied. Thus, the Board respectfully requests your assistance in fulfilling its responsibility to the extent of asking you to answer all the questions on this form.

Please complete the following items and return this form to the applicant in a sealed envelope. If you have a professional seal (stamp), please place your stamp on the return envelope along the sealed edge. If you do not have a professional stamp, sign your name across the sealed edge. This will ensure the information contained is kept confidential until received by the Board. The applicant will return the reference form, unopened to the Board of Examiners for Engineering and Land Surveying in one compiled application packet.

ORS 672.005 Additional definitions. As used in ORS 672.002 to 672.325, unless the context requires otherwise:

(1)(a) "Practice of engineering" or "practice of professional engineering" means:

(A) Any professional service or creative work requiring engineering education, training and experience; and
(B) The application of special knowledge of the mathematical, physical and engineering sciences to such professional services or creative work as consultation, investigation, testimony, evaluation, planning, design and services during construction, manufacture or fabrication for the purpose of ensuring compliance with specifications and design, in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works or projects.

(b) "Practice of engineering" or "practice of professional engineering" may include:

(A) Surveying to determine area or topography;
(B) Surveying to establish lines, grades or elevations, or to determine or estimate quantities of materials required, removed or in place; or
(C) Surveying required for design and construction layout of engineering and architectural infrastructure.

(2) "Practice of land surveying" means that branch of the practice of engineering in which:

(a) Surveys are made to determine area or topography, to establish or reestablish land boundaries, corners or monuments or to subdivide or plat land;
(b) Surveys are made to establish lines, grades or elevations, or to determine or estimate quantities of materials required, removed or in place;
(c) Surveys are made for horizontal or vertical mapping control or geodetic control; or
(d) Consultation, investigation, evaluation or planning relating to land surveying matters is required.

ORS 672.025 Practice of engineering without registration prohibited; seal requirement.

(3) Notwithstanding the provisions of ORS 672.005 (1), a registered professional engineer not also registered as a professional land surveyor shall not establish, reestablish or restore land boundaries, corners or monuments between lands not held in common ownership or intended for conveyance.

Oregon State Board of Examiners for Engineering and Land Surveying
 670 Hawthorne Ave. S.E., Suite 220, Salem, Oregon 97301
 Phone: (503) 362-2666 Fax: (503) 362-5454
 E-mail: osbeels@osbeels.org

Standard Reference Form - Please type or print both sides of the application.

APPLICANT SECTION: Complete items **1 through 3** and forward to Reference for verification of work and/or educational experience.

Last/Family, First, Middle

1. Applicant's Name:				
Street Address:				
City, State, Zip Code:				
Telephone:				
Application basis as:	<input type="checkbox"/> Examination	<input type="checkbox"/> Comity	<input type="checkbox"/> Engineering Intern	<input type="checkbox"/> Land Surveying Intern
	<input type="checkbox"/> Professional Engineer	<input type="checkbox"/> Professional Land Surveyor		
Discipline of Engineering (i.e., civil, mechanical, electrical, etc...):				

2. My contacts with the reference have been in the following capacities.

From: / (mo/yr) To: / (mo/yr)

Applicant's duties and responsibilities:

3. If you have been employed by this reference, or have been a member of the same firm or agency - please supply the following information:

Inclusive dates of employment: Full Time Part Time From: / (mo/yr) To: / (mo/yr)

Name and address of firm/agency:

Applicant's position:

Reference's position:

Firm/agency telephone:

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REFERENCE SECTION: To be completed by **reference**. Please complete the following items and return to the applicant as described in REFERENCE INSTRUCTIONS. (Please print or type

4. (If this item is not filled out completely, this form will not be considered.)

Reference Name:

Phone:

State of your first registration:

PE/PLS No. :

Branch:

Year:

State(s) of current registration(s):

Name of current firm/agency:

Position in firm/agency:

Firm Address:

Firm/agency phone:

Describe your business or profession:

5. Is the information stated by the applicant correct as stated? Yes No

I do not have adequate knowledge to reply.

If NO, please explain: (In particular, note stated time periods, duties, responsibilities, and relationship of the applicant to you.)

6. I have knowledge of the applicant's engineering/land surveying work from: / (mo/yr) to: / (mo/yr)

Comments:

7. Did/Do you supervise the applicant's work? Yes No

Comments:

8. From your personal knowledge indicate your appraisal of the applicant's potential to practice engineering or land surveying by placing an 'X' in the appropriate boxes below. If "unsatisfactory" box is checked, please attach a note of explanation.

	SATISFACTORY	UNSATISFACTORY	UNKNOWN
Technical Competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Does the applicant's work meet the definitions as shown on the instruction page? Yes No

10. If registered as an engineer/land surveyor, would you employ the applicant in a position of trust? Yes No

(a) What is his/her reputation as a professional/intern?

(b) Do you have any reservations concerning this individual?

(c) Do you recommend that we check further?

11. **REMARKS.** The Board request that you comment on information regarding the applicant's engineering or land surveying experience and abilities, and estimate of potential in the practice of engineering or land surveying. Please direct your remarks to the discipline/branch of practice applied for in the APPLICANT SECTION. You are also reminded that you are responsible for the information you provide as a professional.

Remarks:

Signature: _____ Date: _____

Oregon State Board of Examiners for Engineering and Land Surveying

670 Hawthorne Ave. S.E., Suite 220, Salem, Oregon 97301

Phone: (503) 362-2666 Fax: (503) 362-5454

E-mail: osbeels@osbeels.org

Request for Verification

Date: / /

Last/Family , First , Middle

Name of Applicant:
Street Address:
City, State, Zip Code:
Social Security Number:

1. The Above Named Person Was Registered As:

	Certificate #	Issue Date	Expiration Date
<input type="checkbox"/> Engineer-in-Training			
<input type="checkbox"/> Professional Engineer			
<input type="checkbox"/> Structural Engineer			
<input type="checkbox"/> Land Surveyor-in-Training			
<input type="checkbox"/> Professional Land Surveyor			

2. Minimum Requirements Were:

Written Examination

	Hours	Results	NCEES Exam	Exam Date
FE				
PE				
SE				
FLS				
PLS				

EIT/LSIT Accepted From: _____

Comity With: _____

Discipline/Branch: _____

Oral Examination Hours: PE: _____ LS: _____

Education & Experience (Please Explain in full on other side)

3. Questions:

(a) Has any disciplinary action ever been taken against the applicant? Yes No

(b) If so, has this disciplinary case been satisfied to the board's requirements? Yes No

(c) If not, give details

4. Remarks:

Board Seal

By:	Title:	State:	Date:
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Signature