



PE Engineers / PLS Land Surveyors / RPP Photogrammetrists

F-1: Reference Details

NOTE: References need to have knowledge of your engineering technician, land surveying technician, or photogrammetric mapping technician work (if applicable) and engineering, land surveying, or photogrammetric work. Provide a minimum of five references; at least three must be registered professionals.

To go along with Section F: Reference Summary and Section F-ADD: Additional References you must fill out the Applicant Information section below before delivering it to the reference for completion. Make sure the number used for their summary information in Section F of the Application form or on form F-ADD matches the number you write in the space above. When the reference returns this form to you put the original, unopened, and signed envelope in the package for mailing.

Applicant Information			
Applicant Name	Home Phone	Business Phone	Email
Address where reference should mail completed form (include any unit number)			Phone
City	State / Province	Zip / Postal Code	Country
Applying for: <input type="checkbox"/> Professional Engineering Registration <input type="checkbox"/> Professional Land Surveying Registration <input type="checkbox"/> Professional Photogrammetry Registration		Discipline of Engineering applying for: (i.e. civil, mechanical, electrical, etc.)	
Type of Employment	Start Date (M/Y)	End Date (M/Y)	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time			
Name of Employer / Company Referenced	Phone	Address	
Applicant's Position:		Reference's Position:	
Applicant's duties and responsibilities			



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F-1: Reference Details - Instructions for Reference

Your name appears as a reference that can attest to the Applicant's ability and professional experience, or both (as indicated in "Applicants duties and responsibilities" on page 1 of 5 of this form). In addition to the written record completed by the Applicant, the Board needs the testimony of those who can, from personal knowledge, attest to the competency of the Applicant in the field of practice for which the Applicant 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.

You must complete the following sections and return this entire form to the Applicant in a closed and sealed envelope. You must sign your name across the sealed flap on the return envelope.

Reference Information

Reference Name			Home Phone
Jurisdiction of current registration			PE / PLS / RPP License #
Issue Date		Expiration Date	
Name of Current Employer / Company		Field of Practice	
Position at Employer / Company	Employer / Company Phone Number		Employer / Company Fax Number
Employer/Company Address			Current Email
City	State / Province	Zip / Postal Code	Country

Describe the type of business of the employer / company referenced and the nature of your professional relationship with the applicant.

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Reference Information

Is the information stated by the Applicant (on page 1 of this form) correct as stated?

Yes No

I do not have adequate knowledge to reply

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

Indicate when you had knowledge of the Applicant's engineering, land surveying, or photogrammetric mapping work.

Start Date (M/Y)

End Date (M/Y)

Comments:

Were you in direct supervision of the Applicant's work?

Yes No

Supervised from (M/Y)

Supervised to (M/Y)

Describe:

From your personal knowledge indicate your appraisal of the Applicant's potential to practice engineering, land surveying or photogrammetric mapping by placing an "X" in the appropriate boxes below. If "unsatisfactory" box is checked, explain in the comments box.

	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"/>

Comments:



Does the Applicant's work meet the definitions as indicated in the ORS 672.005.

Yes No

If NO, explain:

Would you employ the Applicant in a position of trust?

Yes No

If NO, explain:

Review the ORS 672.045, the ORS 672.200, and the rules of Professional Conduct in Division 20 of OAR Chapter 820. Do you have reason to believe that the Applicant has violated any of these standards?

Yes No

If YES, explain:

Do you have any reservations concerning this Applicant?

Yes No

If YES, explain:

Do you recommend that we check further?

Yes No

If YES, explain:



Additional Remarks

The Board requests that you comment on information regarding the Applicant's engineering, land surveying, or photogrammetric mapping work and abilities, and their ability to practice engineering, land surveying, or photogrammetry. Direct your remarks to the field of practice applied for in the section filled out by the Applicant.

Large empty area with horizontal dotted lines for writing additional remarks.

Note: You are responsible for the information you provide as a professional.

Signature	Professional Seal (if applicable)
Signature Date (M/D/Y)	



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F-ADD: Additional Reference Addendum

Applicant Name:

Additional Reference

Summarize your additional references

Reference #6 Name	Daytime Telephone	License Type
Email Address	License Number	State of Registration
Reference #7 Name	Daytime Telephone	License Type
Email Address	License Number	State of Registration
Reference #8 Name	Daytime Telephone	License Type
Email Address	License Number	State of Registration
Reference #9 Name	Daytime Telephone	License Type
Email Address	License Number	State of Registration

To go along with Section F: Reference Summary and Section F-ADD: Additional References you must also complete and have each reference listed above complete a copy of Form F-1: Reference Details.

All five references must attest to the Applicant's ability, professional experience, or both. All five references must complete the Reference Details form provided by the Board and submit the completed Reference Details form directly to the Applicant, in a closed and sealed envelope, signed across the sealed flap by the reference.

See the following OARs for detailed information: OAR 820 Division 5, 820-005-0001, OAR 820-010-1000, OAR 820-010-2000, OAR 820-010-3000, and OAR 820-010-4000.

