INSTRUCTIONS TO APPLICANTS REGARDING SUBMISSION OF REFERENCE FORMS

If the applicant does not have an NCARB – IDP certificate record, print and **complete five reference form letters according to instructions given below**. *Reference form letters can be found in Part 5.pdf of this application packet.*

1. Type in the upper left-hand corner of the form the name of the reference to whom the form is to be sent. References should be supervisors who can verify work experience. In the case of your own firm (self-employed), please use clients or other licensed professionals with whom you have worked.

2. Type your name on the first blank line. Type the profession in which you are seeking licensure on the second blank line. Read, sign and date the *Authorization and Release* portion. The remainder of the reference form is to be completed by your reference (beginning with question one).

3. **Attach a copy of the "Practical and Professional Experience" form(s)** you completed with your application (Part 2.pdf, item #24) **to each reference form letter you send. <u>Advise your reference to place their initials next to the work experience they can personally verify</u>**. Failure of the reference to initial that portion of Item #24 will result in the voiding of that particular reference.

4. Send the above forms to each of the five references. Include a stamped and addressed envelope to the Minnesota Board office. The references are to return the completed forms directly to the Board office.

If you have questions regarding the reference form process, contact: Geri Britton at the Minnesota Board office, 651.757.1518.