Instructions to Applicants Regarding the Submission of Reference Forms

Print and complete five reference forms **according to instructions given below.** The applicant is to send the forms directly to the references along with a stamped envelope addressed to the Board. The references are to return the completed forms directly to the Board office.

Type in the upper left-hand corner of the forms 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, please use clients or other licensed professionals you have worked with.

On the first blank line type your name. On the second blank line type the profession in which you are seeking registration. Professional Engineer applicants should also type the discipline of engineering. Read, sign and date the Authorization and Release. Beginning with question one, the remainder of the page is to be completed by the reference.

***Attach a copy of the "Practical and Professional Experience" forms you are submitting with your application to the Board. Each reference is to be advised to <u>initial</u> that part of your experience record with which the reference has personal knowledge.** Failure of the reference to initial that portion of the experience listed with which the reference has personal knowledge will result in the voiding of the opinion of that reference.