

TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

INSTRUCTIONS FOR COMPLETING THE REFERENCE STATEMENT

TO THE APPLICANT:

Complete the top portion of the Reference Statement Form -- Employment Engagement Number, Firm/Company Name, Dates of Employment, and Applicant's Full Legal Name.

Send a copy of the applicable portion of the Supplementary Experience Record (SER) and this form to the professional engineer (P.E.) who will verify the engineering experience documented in the SER [Refer to Board Rule 133.53]. Each engineering engagement claimed to meet the minimum years of experience required must be verified by a P.E. reference. Instruct the P.E. references to evaluate your experience record and complete this form in the manner described below. Your reference provider must return these completed items to you in an unopened envelope that has been prepared in accordance with the instructions. A signature and tape are no longer required on the unopened envelope. Submit these sealed statements to the Board with your application.

TO THE REFERENCE WRITER:

1. All reference providers must be a licensed professional engineers. You must complete the Reference Statement form and indicate on the Reference Statement form whether the reference is an evaluation of the applicant's character and work experience either through personal knowledge of the applicant's work or review of the work experience described in the SER [Refer to Board Rule 133.51]. You must complete all questions. If necessary, continue explanations and comments on another sheet of paper.
2. Place the completed reference form and the signed SER in a sealed envelope. Sign your name across the closure flap and place transparent tape over your signature. If you are a licensed engineer in another State, you must include a copy of your pocket card, or other verification to show that your license is current.
3. Return the properly sealed envelope to the applicant or deliver to the TBPELS office.

The Reference Statement and the signed SER excerpt are confidential and are not classified as public documents under the Texas Public Information Act, and thus are not subject to discovery, subpoena, or other disclosure by the applicant or anyone else.