



South Carolina Department of Labor, Licensing and Regulation
**South Carolina State Board of Registration for
Professional Engineers and Surveyors**
110 Centerview Dr. • Columbia • SC • 29210 (overnight)
P.O. Box 11597 • Columbia • SC 29211-1597 (mailing)
Phone: 803-896-4422 • Contact.ENGLS@llr.sc.gov • Fax: 803-704-6772
www.llr.sc.gov/eng

WORK EXPERIENCE VERIFICATION

Date: _____ Applicant Name: _____
(To be completed by Applicant)

VERIFIER

Name: _____
Company: _____
Address: _____

(To be completed by Applicant)

Dear Sir/Madam:

An application for registration as a Professional Engineer has been filed with the Board by the above Applicant. The Applicant has designated you as a supervisor or person most familiar with his/her work experience. Please review the Applicant’s experience record provided in **Part I**. Please provide a conscientious, objective evaluation of the Applicant’s work experience and provide any comments that may be of value to the Board in considering the Applicant’s work experience and qualifications (**PART II**).

Practice as a Professional Engineer involves relations with the public that necessitate a high degree of honor, integrity and professional ability. Therefore, this board desires the person subscribing to this statement to fully understand that the purpose of the licensing laws is to protect the public from the practice of engineering by persons whose character is questionable or who are not competent to engage in such practice because they lack proper education and professional experience.

The Board expects any person signing this verification form to understand that the Board is required to obtain evidence of the professional responsibility and good character of applicants for licensure as a Professional Engineer. Statements by responsible persons with actual knowledge of the experience and qualifications of the Applicant will be considered by the Board as evidence of such connection.

Information secured from references is for the confidential use of the Board and the source and character of the information will not be divulged, except in special cases when required by law. Both the Applicant and the Board appreciate your cooperation in promptly furnishing the information requested.

The completed questionnaire should be returned to the Applicant **IN A SEALED ENVELOPE SIGNED ACROSS THE FLAP** to be included in his/her application packet. **The form must be completed in its entirety.** If a supervisor does not wish to return the completed form to the applicant, he/she may send the form directly to the Board office at Contact.EngLS@llr.sc.gov. *The email must come directly from the individual completing the form.*

The Board appreciates your assistance with this portion of the licensing process.



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PART I – TO BE COMPLETED BY APPLICANT

Applicant's Name: _____		Date: _____	
A. Employment Number: _____ B. Dates of Employment: _____ to _____ C. Employer Name and Mailing Address: _____ _____ _____ D. Name of Direct Supervisor: _____	E. Time:		
	(1) Non-Engineering Work	(2) Professional Work	(3) Total Time
F. Description of Experience			
State your Title(s) & Name of Company. Describe experience (one line is not sufficient) detailing in first person the work you personally performed in design, study, review, testing or other tasks which required your engineering skills. This work should be progressive in difficulty and magnitude; demonstrate sufficient breadth and scope, not a narrow technical skill focus; and reflect the acquired ability to design and apply engineering principles to demonstrate that your judgment may be trusted on projects involving public health and safety. Do not attach resume or project lists.			
<i>** If needed, please continue on supplemental sheet.</i>			

While licensure in SC is not by classification of any specific discipline of Engineering practice, an indication of the branch(es) of engineering you consider yourself qualified to practice by reason of your education and experience must be provided to the Board for evaluation of your application. Select the branch(es) in which you consider yourself competent:

<input type="checkbox"/> Agricultural and Biological	<input type="checkbox"/> Architectural	<input type="checkbox"/> Chemical
<input type="checkbox"/> Civil: Construction	<input type="checkbox"/> Civil: Geotechnical	<input type="checkbox"/> Civil: Structural
<input type="checkbox"/> Civil: Transportation	<input type="checkbox"/> Civil: Water Resources & Environmental	<input type="checkbox"/> Control Systems
<input type="checkbox"/> Electrical & Computer: Computer Engineering	<input type="checkbox"/> Electrical & Computer: Electrical & Electronics	<input type="checkbox"/> Electrical: Power
<input type="checkbox"/> Environmental	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Industrial
<input type="checkbox"/> Mechanical: HVAC & Refrigeration	<input type="checkbox"/> Mechanical: Mechanical Systems & Materials	<input type="checkbox"/> Mechanical: Thermal and Fluids Systems
<input type="checkbox"/> Metallurgical and Materials	<input type="checkbox"/> Mining and Mineral Processing	<input type="checkbox"/> Naval Architecture and Marine
<input type="checkbox"/> Nuclear	<input type="checkbox"/> Petroleum	<input type="checkbox"/> Software
<input type="checkbox"/> Structural (16-hour)		



PART II – TO BE COMPLETED BY VERIFIER

Applicant's Name: _____	Date: _____
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1. How well do you know the Applicant? Very Well Well Familiar Slightly Not At All
2. Basis of Contact for this engagement: Direct PE Supervisor Indirect PE Supervisor Co-Worker
 Other _____
3. Are you related by blood or marriage? Yes No
4. If direct supervisor, were you a licensed professional engineer during the time of this engagement? Yes No
5. Applicant's description in Sections A – F is: Accurate Inaccurate (If no, explain on supplemental sheet.)
6. Using the provided interpretations, rate the practice and quality of performance of the applicant's engineering work.

Type of Practice	Responsible Charge		Above Average	Average	Below Average	Unsatisfactory	Unknown
	Yes	No					
Engineering Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interpretations:

Above Average: *Performance unquestionably of a professional level demonstrated through competence and creative ability.*

Average: *Work not distinguished in content or level, but adequate for engineering purposes indicating an ability, under some supervision, to produce workable design of systems and products.*

Below Average: *Performance needs careful checking and rather close supervision to meet requirements.*

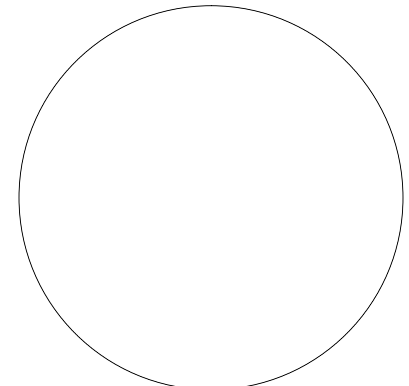
Unsatisfactory: *Work of poor quality, not up to minimum professional standards. Requires review and revision by associates or supervisors before execution. Inadequate for the purpose of safeguarding life, health and property."*

Unknown: *Did not review work or work with Applicant in this area. Cannot provide determination of proficiency.*

7. In your opinion the Applicant's character and personal reputation are: _____
8. Would you employ Applicant in a position of trust? Yes No (If no, explain on supplemental sheet.)
9. Considering the need to protect the public health, safety and welfare, in your opinion how does this Applicant rank in professional competence and responsibility? Qualified Additional Experience Needed Unqualified
10. Would you recommend this Applicant to be licensed? Yes No (If no, explain on supplemental sheet.)

I certify that the above statements are true and correct to the best of my personal knowledge, not made for the purpose of aiding an unqualified Applicant to become licensed but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

Print Verifier Name: _____
 Registered Engineer #: _____ State: _____ Date of Issue: _____
 Discipline: _____
 Is your license current? Yes No
 Name of Business: _____
 Verifier Position: _____
 Signature: _____ Date: _____



PE SEAL
(if licensed)

Board Use Only License Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Verified: _____

General Descriptions for Types of Practice

Engineering Design

Design generally involves the selection and use of recognized engineering principles and methods to solve engineering problems. The end result of design work is usually plans or specifications for use in creating a finished engineered product. The completed design usually entails satisfying various requirements that may be contained in laws, regulations, building codes, standards, etc.

Engineering Studies

Engineering studies generally include all activities required to support the sound conception, planning, design, construction, maintenance, and operation of engineered projects. These types of studies generally contain evaluation and analysis components that usually entail the use of mathematical modeling and acceptable data collection techniques to assess a problem. An engineering study will almost always result in a conclusive report or a learned recommendation that relays the analytical findings.

Engineering Data Interpretation

Engineering data interpretation generally includes the application of engineering principles and knowledge to analyze data collected in tests, investigations, and research in order to derive meaning. A range of tools such as tabulation, graphical interpretation, visualization, and statistical analysis can be employed to identify the significant features and patterns in the data. Potential sources of error are often identified and calculations are often conducted to establish the degree of engineering certainty associated with the analysis. The outcome of engineering data interpretation often results in a report or other document that relays the analytical findings.

Engineering Other

This generally includes other engineering related activities that may involve the application of engineering principles in work or projects wherein the public welfare or the safeguarding of life, health or property is concerned or involved. This may include activities such as: engineering surveys; consultation; investigation; evaluation; engineering teaching; or engineering operations and processes.