

Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
PROFESSIONAL ENGINEER & ENGINEER-IN-TRAINING EXPERIENCE VERIFICATION FORM

Page _____ of _____

Instructions

Applicant:

Complete **Sections A and C, sign and date**, then forward form to the employer. Please enclose a stamped self-addressed envelope. Associates or clients may verify experience obtained through self-employment. Any individual serving as a reference may **not** verify experience on this form. If more space is needed, make additional copies of this form. Each position must be listed on a separate Experience Verification Form and verified with an original signature.
AFTER THE SUPERVISOR HAS COMPLETED THE FORM, THE ORIGINAL AND ONE COPY OF EACH COMPLETED FORM MUST BE INCLUDED IN YOUR APPLICATION PACKAGE.

Experience Verifier: Complete **Sections B and D, sign and date**, then return form to the applicant.

Section A (to be completed by applicant)

- Applicant's Name _____
Last First Middle Generation
- Provide **one** of the following identification numbers.
☐ Social Security Number or ☐ Virginia DMV Control Number *
* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.
[] [] [] - [] [] - [] [] [] []
- Mailing Address _____
City State Zip Code
- Employer (verifying experience on this form) _____
- Employer's Mailing Address _____
City State Zip Code
- Supervisor's Name _____

Section B (to be completed by supervisor)

- Supervisor's Name _____
Last First Middle Generation
- Supervisor's Title _____
- Do you hold any of the following licenses? Check **all** that apply.
☐ Architect State _____ License No. _____ Exp. Date _____
☐ Professional Engineer State _____ License No. _____ Exp. Date _____
☐ Land Surveyor State _____ License No. _____ Exp. Date _____
☐ Other _____ State _____ License No. _____ Exp. Date _____
- What is your business relationship to the applicant? _____

Section C (to be completed by applicant)

Job Description - Provide a description (using concise statements) of the scope and nature of work or projects performed. Indicate whether you had full or partial responsibility for the work and the complexity of the work. If additional space is needed for this employer, please copy this form.

Title	From MM/YY	To MM/YY	Part-time? (less than 35 hours/week)	☐ No ☐ Yes
			Average part-time hours per week:	
Total Sub-professional (non-qualifying) Experience ★	Number of Years		Number of Months	
Total Professional Experience ★	Number of Years		Number of Months	
<i>I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application. I also certify and acknowledge that the my experience verification may be reviewed by another agency in accordance with subsection A.2 of §2.2-3806.</i>				
Applicant's Signature			Date	

Section D (to be completed by supervisor)

Have you supervised the applicant for the entire period listed in Section C? Yes ☐ No ☐

If no, how long have you supervised the applicant?

_____ To: _____
MM/DD/YYYY MM/DD/YYYY

To the best of your knowledge, did the applicant correctly describe his/her experience in **Section C**?

Yes ☐

No ☐ If no, please provide a description of the type of work or projects performed by the applicant and the complexity of his/her work:

I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application. I also certify and acknowledge that this experience verification may be reviewed by another agency in accordance with subsection A.2 of §2.2-3806.

Supervisor's Signature _____ Date _____

★ Refer to 18VAC10-20-240 Experience in the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* for additional information on sub-professional and professional experience.