



**Secretary of State
Office of Professional Regulation**

**ENGINEERS
Reference Provider Letter**

Dear _____ Date _____

I have submitted my application for licensure as a Professional Engineer in the State of Vermont in the specialty of _____ Engineering and have given your name as a Reference Provider.

The Vermont Board of Professional Engineering asks that you assist them by frankly, carefully and fairly answering the questionnaire on the reverse side. In giving your answers, please note that the licensure of professional engineers by the State of Vermont is based on the following definition given in Title 26, Vermont Statutes Annotated, Chapter 20:

"Professional Engineering Services means any service or creative work, the adequate performance of which requires engineering education, training and experience in the application of special knowledge of the mathematical, physical and engineering sciences. This includes consultation, investigation, evaluation, planning and design of engineering works and systems, planning the use of land and water and accomplishing engineering surveys. Such services or work may be either for public or private purposes, and may be performed in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and equipment systems of a mechanical, electrical, hydraulic, pneumatic or thermal nature, insofar as they involve safeguarding life, health or property."

The Boards Guidelines regarding References are a) The references shall be from supervisors or peers thoroughly familiar with the applicant's experience and shall be sufficient in number to verify all the progressive engineering experience required for licensure. Not fewer than two reference providers shall be professional engineers licensed in good standing in any jurisdiction and be licensed in a National Council of Examiners for Engineering and Surveying (NCEES) jurisdiction or in a jurisdiction with licensing standards deemed acceptable to Vermont's licensing standards. b) Reference Providers shall detail specific applicant engineering experience. c) References shall cover all the years listed as active engineering practice. These may be sequential or cover the entire period. In either case, the Board requires a minimum of two references that are from a Professional Engineer, to include work performed in the last two to sixteen (2-16) years preceding application for licensure, as required by portions of 1182a., under which application is made. d) Incomplete references will be rejected by the Board. References written by the applicant and signed by the Reference Provider will be rejected. References that do not attest to the applicant's ability to perform professional engineering services will be rejected. References must be prepared and signed within six (6) months of the application filing date.

Please return completed questionnaire directly to the **Vermont Board of Professional Engineering.**

I also hereby authorize any individual, company, or institution with whom I have been associated, to furnish the Vermont Board of Professional Engineering with information they have on record or otherwise concerning my qualification for licensure as a Professional Engineer, and do hereby release the individual, company, or institution, and all individuals connected therewith, from all liability for any damage whatsoever as a result of their furnishing such information.

Applicant's Signature

Date

Applicant: print your name and address here: _____



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ENGINEERS
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To be completed by Reference Provider only (must be an original document, faxes or e-mails not acceptable)

Please print or type:

Applicant's Name: _____ Your Name: _____

1. Are you an engineer? _____ Licensed? _____ State of _____ License # _____

2. Have you ever worked with the applicant? _____ Please indicate approximate time (month or years) you have served as: Supervisor: _____ Subordinate: _____ Associate: _____ Other: _____

3. List the professional engineering work that, to your knowledge, the applicant has performed in the specialty noted on the previous page for the period of supervision you are attesting to. Be as specific as possible giving the nature, quality, and degree of responsibility of the work performed. Please use a separate sheet and identify the applicant and yourself as the reference provider.

From (mm/yy) _____ to (mm/yy) _____ IN SPECIALTY OF: _____

Provide the Board with an Attached Statement of the applicant's duties performed in the specialty they are requesting.

4. Based on the accepted definition of professional engineering services, do you feel that the applicant is competent for licensure and could be put in responsible charge of important engineering work in the specialty in which he/she is applying?

In the specialty of _____ Yes _____ No _____

5. If you required the services of a professional engineer to assume responsible charge of work in the applicant's specialty where the life and safety of the public are concerned, would you retain this applicant? Yes _____ No _____

I certify that the above statements are true and accurate to the best of my knowledge, and that they are 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.

Signature: _____ Date: _____