

### EXPERIENCE VERIFICATION FORM

V-4 forms must be sent to your PLS supervisors (**must have been licensed prior to the time being verified**) with a stamped, addressed return envelope for all surveying engagements listed on your application under Section 3 that can be verified - This form may be duplicated

**TO BE COMPLETED BY APPLICANT:**

Information should correspond with Experience Record

Applicant's Name: \_\_\_\_\_

Name of PLS Endorser \_\_\_\_\_  PLS Supervisor  PLS Associate

Land Surveying experience to be verified for Engagement Number \_\_\_\_\_ where employed as a

\_\_\_\_\_  Full Time  Part Time Hours per week \_\_\_\_\_  
(title of position)

with the firm of \_\_\_\_\_

Dates of PLS supervision from \_\_\_\_\_ to \_\_\_\_\_ Total Months \_\_\_\_\_

Duties & Responsibilities Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (continue on attached sheet if needed)

**TO BE COMPLETED BY ENDORSER: (You must have been licensed prior to the time being verified)**

Do you concur with the above applicant's: title, time, and duties and responsibilities performed?  Yes  No

My contacts with the applicant were during the period of time from \_\_\_\_\_ to \_\_\_\_\_

where I was employed with the firm of \_\_\_\_\_

as the applicant's PLS supervisor  as a PLS associate employed in the same firm & location in land surveying work

If neither of the above were the case, state basis of contact \_\_\_\_\_

Provide comments and the amount of time (months) the applicant spent gaining experience in each of these areas: (must equal total months being verified)

Office work \_\_\_\_\_

Field work \_\_\_\_\_

Research \_\_\_\_\_

(continue on attached sheet if needed)

Further comments on applicant's ability, character, professional attitude and responsibility in work performed: \_\_\_\_\_

\_\_\_\_\_

In view of my knowledge of the applicant, I \_\_\_\_\_ recommend the applicant for certification as **Land Surveyor Intern**.  
do or do not

Print Name \_\_\_\_\_

State of PLS License \_\_\_\_\_ License Number \_\_\_\_\_ Date PLS License received \_\_\_\_\_

Present Position \_\_\_\_\_ Firm \_\_\_\_\_

Address \_\_\_\_\_ Day-time telephone number ( \_\_\_\_\_ ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## ***Alabama Board of Licensure for Professional Engineers and Land Surveyors***

### **Instructions to Endorser**

The applicant named on the attached experience verification form is applying with the Alabama Board of Licensure for Professional Engineers and Land Surveyors for certification as a **land surveyor intern** in the State of Alabama. The Board is required by law to ascertain that the applicant has met the experience requirement sections of the Licensure Law. Statements by responsible persons with actual personal knowledge of the applicant's character and qualifications will be filed with the Board for consideration as evidence.

The Board desires to emphasize that evidence submitted on this form should not be perfunctory nor made for the mere purpose of aiding the applicant to be certified. On the contrary, the execution of this statement by any person will be accepted by the Board as a deliberate act made with full knowledge of the responsibility toward the public interest involved. It should be borne in mind that the applicant is not being considered for membership in an organization but for certification as an land surveyor intern. If you object to the applicant being certified, you should be willing to give testimony to support denial of licensure by the board.

The applicant is required to have at least the minimum required experience verified by licensed Professional Land Surveyors or by a graduate land surveyor the Board can determine is substantially equivalent. All endorsers should know the applicant personally, should have supervised and examined the applicant's land surveying work and should be able to issue judgments concerning the applicant's experience, ability, character and reputation. Since you are the applicant's land surveying supervisor or land surveying associate for the engagement period shown on the experience verification form, you have been selected by the applicant to verify the experience. If your license is not current but was at the time, please make note on the form. If you are not a PLS but a graduate land surveyor, you would also need to complete a background information form which the applicant should also provide. If you have any questions concerning the form, contact the Board Office at (334) 242-5568.

**Please return the completed experience verification form and background information form (if applicable) in the enclosed envelope, seal it shut, place your signature across the flap and forward to the applicant. The applicant must then forward their application with all sealed experience verification forms to the Alabama Board. DO NOT put this instruction sheet in the sealed envelope. We do not need it back.**

### **Authorization and Release**

The Board maintains in the applicants file the following Authorization and Release signed by the applicant. "I authorize any individual, company or institution with whom I have been associated to furnish the Alabama State Board of Licensure for Professional Engineers and Land Surveyors with any information concerning my qualification for professional licensure in Alabama which they have on record or otherwise, and do hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."

### **Instructions to Applicant**

Complete the top section of the form. Send an envelope to your endorser for them to return the experience verification form to you. **DO NOT OPEN** the sealed envelope. You are to collect the experience verification forms in the sealed envelopes and submit along with your application.