

REFERENCE FORM FOR ALABAMA

Reference forms must be sent to the five references listed under question 20. **Three of your five references must be professional engineers with personal knowledge of your experience.** You must collect the form in a sealed, signed across the back flap envelope and submit with your application.

TO BE COMPLETED BY THE APPLICANT

Applicant's Name _____

Address, City, State, Zip _____

TO BE COMPLETED BY REFERENCE

Reference's Name _____ State of PE License _____ License Number _____

Present Position _____ Firm _____

Address _____ Day-time telephone number (_____) _____

1. How well do you know the applicant: very well well slightly not at all
2. List dates (months and years) of contacts with the applicant: _____ to _____
3. Basis of contact: As the applicant's PE supervisor As an associate in Engineering work Other _____
4. Do you have personal knowledge (current or previous) of the applicant's engineering work? Yes If yes, complete entire form
 No If no, skip to #8 & #10

5. Using the interpretations below, how do you rate the practice and quality of performance of the applicant's engineering work:

Type of Practice	Above Average	Average	Below Average	Unsatisfactory	Unknown
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character & Reputation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interpretations:

- Above Average: Performance unquestionably of a professional level demonstrating thorough 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."

6. Licensure in Alabama is not by classification of any branch of Engineering practice. However, the Board is interested in the applicant's background and experience. Indicate which of the following disciplines that the applicant is most proficient in :

- | | | | |
|-----------------------------------|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Civil | <input type="checkbox"/> Electrical | <input type="checkbox"/> Metallurgical | <input type="checkbox"/> Structural |
| <input type="checkbox"/> Chemical | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Mining | <input type="checkbox"/> Other _____ |

7. Considering the need to protect the public health, safety and welfare, in your opinion how does this applicant rank in professional competence and responsibility:

<input type="checkbox"/> Qualified	<input type="checkbox"/> Additional Experience needed	<input type="checkbox"/> Unqualified
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8. REMARKS: Information regarding the applicant's character, engineering experience, capabilities, or limitations, if any:

9. Based on the definition of the practice of engineering, do you recommend the applicant for PE licensure? Yes No

10. I certify that the above statements are true and correct to the best of my 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.

Reference's Signature _____ Date _____



Alabama Board of Licensure for Professional Engineers and Land Surveyors

Instructions to Reference

The applicant named on the attached reference form is applying with the Alabama Board of Licensure for Professional Engineers and Land Surveyors for licensure to practice **professional engineering** in the State of Alabama. This Board is required by law to obtain evidence of the good character and qualifications of applicants for licensure as engineers or land surveyors before licensure. 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 licensed. 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 licensure as an engineer, qualified to practice in Alabama. If you object to the applicant being licensed, you should be willing to give testimony to support denial of licensure by the board.

The applicant is required to have 5 references and at least 3 must be currently licensed Professional Engineers. All references should know the applicant personally and should be able to issue judgments concerning the applicant's experience, ability, character and reputation. A current member of the Board cannot serve as a reference for an applicant. You have been selected by the applicant to provide a reference. If you have any questions concerning the form, contact the Board Office at (334) 242-5568.

Please return the completed reference form in the enclosed envelope, seal it, place your signature across the seal and forward to the applicant. The applicant must then forward their application with all sealed reference forms to the Alabama Board.

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 reference form to you. **DO NOT OPEN** the sealed envelope. You are to collect the reference forms in the sealed envelopes and submit along with your application.