

EXPERIENCE VERIFICATION FORM FOR ALABAMA

Experience Verification forms must be sent to your PE supervisors and/or associates **(must have been licensed prior to the time being verified)** for all engineering engagements listed on your application under Section 3 that can be verified. You must collect the form in a sealed shut, signed across the back flap envelope and submit with your application.

TO BE COMPLETED BY APPLICANT:

Information should correspond with Experience Record

Applicant's Name: _____

Address, City, State, Zip _____

Engineering experience to be verified for Engagement Number _____ where I was employed as a _____ (title of position) with the firm of _____

Dates of PE supervision/association from _____ to _____ Total Months _____

I was working Full Time Part Time If Part Time, Hours per week _____

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)

Endorser's Name _____

State of PE License _____ License Number _____ Date PE License received _____

Present Position _____ Firm _____

Address _____ Day-time telephone number (_____) _____

Email Address _____

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 PE supervisor As a PE associate employed in the same firm & location in engineering work

If neither of the above were the case, state how you have personal knowledge of the applicant's engineering work _____

REMARKS: Additional information regarding the applicant's ability, character, professional attitude and responsibility in work performed: _____

Do you recommend the applicant for certification as an Engineer Intern? Yes No

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 certified.

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 an **engineer 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 engineer 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 Engineers or by a graduate engineer the Board can determine is substantially equivalent. All endorsers should know the applicant personally, should have supervised and examined the applicant's engineering work and should be able to issue judgments concerning the applicant's experience, ability, character and reputation. Since you are the applicant's engineering supervisor or engineering 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 PE but a graduate engineer, 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.