



**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
ENGINEER-IN-TRAINING REFERENCE FORM**

Applicant: Complete items #1 through #5 then forward this form to one of the following: **a licensed Professional Engineer, the dean, or his dean's designee**, of the engineering school attended by the applicant **or an immediate work supervisor**. The individual providing this reference must have known you within the last five years (from the date of this application) and for at least one year. **One reference is required.**

Reference: Complete all questions listed in the 'Reference' section. Return the completed form to the applicant for inclusion with their application package. Your prompt response is appreciated.

1. Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)

Last (required) First (required) Middle Generation

2. Provide **one** of the following identification numbers:

Social Security Number or **Virginia** DMV Control Number

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3. Mailing Address (PO Box accepted) _____

City State Zip Code

4. Contact Numbers

Primary Telephone Alternate Telephone

5. Applicant's Signature _____

Date _____

REFERENCE SECTION

*This reference can only be completed by a **licensed professional engineer, the dean, or the dean's designee, or a department professor**, of the engineering school attended by the applicant or an **immediate work supervisor**.*

6. Reference's Name _____

7. Reference's Contact Numbers

Primary Telephone Alternate Telephone

8. Reference's Email Address _____

(Email address will only be used for communication from the Board staff.)

9. License Information (If applicable):

State/Jurisdiction _____ License Number _____ Expiration Date _____

10. What is your business relationship to the applicant? _____

11. Have you known or been associated with the applicant within the last 5 years?

No

Yes If yes, have you known the applicant for at least one year? No Yes

12. In your opinion, is the applicant competent in the practice of engineering?

No If no, give a brief description below:

Yes

13. In your opinion, is the applicant of good moral character?

No If no, give a brief description below:

Yes

14. Does the applicant exhibit integrity in the practice of engineering?

No If no, give a brief description below:

Yes

15. Additional Comments

16. I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Reference's Signature _____ Date _____