

**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.

- Applicant's Full Legal Name (As it appears on your government issued ID or other legal documentation.)
Last (required) _____ First (required) _____ Middle _____ Generation _____
- Provide **one** of the following identification numbers:
 Social Security Number or **Virginia** DMV Control Number
- Mailing Address (PO Box accepted) _____
City _____ State _____ Zip Code _____
- Contact Numbers _____
Primary Telephone _____ Alternate Telephone _____
- 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**.*

- Reference's Name _____
- Reference's Contact Numbers _____
Primary Telephone _____ Alternate Telephone _____
- Reference's Email Address _____
(Email address will only be used for communication from the Board staff.)
- License Information (If applicable):
State/Jurisdiction _____ License Number _____ Expiration Date _____
- What is your business relationship to the applicant? _____
- 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
- 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 _____