



# Engineer-in-Training Experience and Verification

This is a required supporting document for an engineer-in-training application.

**Applicant:** complete sections 1 and 2

**Verifier:** complete section 3

For questions or help email [engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov) or call: (360) 664-1575



## Applicant instructions

- Complete sections 1 and 2
- Send a copy of this form (with section 1 and 2 completed) to each of your verifiers. Your verifiers should complete section 3 and send it back to you in a sealed envelope (don't open). Or they can email it to: [engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov)
- When you have all your forms back from your verifiers, mail the sealed envelopes to:

**Board of Registration for Professional Engineers and Land Surveyors**  
**PO Box 9025**  
**Olympia WA 98507-9025**

## Applicant experience/verification

- Experience is gained under the direct supervision of a professional engineer (PE).
- Applicants working in the manufacturing industry are exempt from gaining experience under the direct supervision of a professional engineer, but a PE must be employed by the firm. If this is the case, indicate the name and license number of the PE at the time of your employment. Your direct supervisor verifies your experience.

Name and license number of PE at time of your employment \_\_\_\_\_

- If employed by the federal government, you are not required to gain experience under a professional engineer. Your direct supervisor verifies your experience.

## 1 Work experience information – applicant complete this section

Applicant name	
Employed by	
Supervisor name and title	
Dates of employment ( <i>From, To</i> )	Average hours per week

## 2 Work experience details – applicant complete this section

Describe your engineering experience detailing the work you personally performed. One sentence descriptions are not acceptable. Attach separate sheets if necessary. The work should:

- be progressive in difficulty and magnitude
- demonstrate sufficient breadth and scope
- reflect your ability to design and apply engineering principles where your judgments and decisions are trusted and relied upon

Describe your experience

A. Preparation of technical reports and specifications, including graphics.

Applicant name \_\_\_\_\_

**2 Work experience descriptions** – continued

Describe your experience

B. Application of mathematical techniques to problem solving.

C. Application of the basic physical sciences (chemistry, dynamics, statics, physics, etc.) in tasks.

D. Performing assignments, experiments, and tests to general specifications.

E. Compilation and interpretation of data (statistical analysis, etc.).

F. Executing complex engineering tasks according to instructions.

G. Effective communication with associates and presenting recommendations and conclusions to supervisor.

H. Knowledge of impacts of the products of technology on society (energy/ environmental considerations).

Applicant name \_\_\_\_\_

Applicant mailing address \_\_\_\_\_

**Verifier instructions**

- Refer to the applicant's information in sections 1 and 2 to answer the questions below.
  - When you are done:
    - Put the form in an envelope
    - Seal the envelope and sign across the flap
    - Return the sealed envelope to the applicant
- Or you can scan and email it directly to: [engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov)

**3 Work experience verification** – supervisor/verifier complete this section. All sections must be completed.

PRINT or TYPE Verifier's name		Title	
Address, City, State, ZIP code			
(Area code) Phone number		Email	
State where you are licensed	Registration/license number	Issue date	Expiration date
Answer the following			
Were you registered as a professional engineer at the time you supervised the applicant? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you are not a licensed professional engineer, under what authority are you verifying experience (federal agency, exempt corporation, etc.)? _____ Years of engineering experience you have: _____			
If you are not the applicant's supervisor, please explain your working relationship to the applicant and how you are able to provide this verification:			
Please describe your level of supervision over this applicant.			
State your opinion regarding the accuracy of the applicant's employment time, hours worked, and descriptions of experience (categories A-H), including the scope and complexity of the work described.			

Applicant name \_\_\_\_\_

**3 Work experience verification** – continued

Answer the following

During this time of employment, how long has the applicant been in a position of making engineering judgments and decisions? \_\_\_\_\_ years/months.

Give a brief description of a typical project for which the applicant made independent judgments and decisions, and the character of the duties required by the project.

Please explain why you think this individual is suited for licensure.

RCW 18.43.040 states that no person shall be eligible for registration as an engineer-in-training who is not of good character and reputation. Please comment on the applicant's character, personal and professional reputation:

*I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
TYPE or PRINT Verifier's name

**X**

\_\_\_\_\_  
Verifier's signature

\_\_\_\_\_  
Date and place

**Please affix your stamp or seal in the space below.** If no seal or stamp is available, attach a copy of your current license. **If the stamp or license cannot be provided, provide a detailed explanation.**

