



# Professional Engineering Experience and Verification

This is a required supporting document for a professional engineering license application.

**Applicant:** complete sections 1 and 2

**Verifier:** complete section 3

For questions 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**

**Work experience** must be gained under the direct supervision of a professional engineer (PE), except for federal government or manufacturing employees.

- **Federal government employees:** You are not required to gain experience under a PE. Your direct supervisor must verify your experience.
- **Manufacturing employees:** You are not required to gain experience under a PE, but a PE must be employed by the firm. Your direct supervisor must verify your experience.

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

## 1 Work experience information – applicant complete this section

Applicant name		
Former name (If applicable)		Branch applying for
Address, City, State, ZIP code		
Employed by		
Dates of employment (From, To)	Average hours per week	Supervisor name

## 2 Work experience details – applicant complete this section

Give details about the work you did for each section. The work should:

- be progressive in difficulty and magnitude
- show 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. Formulating conclusions and recommendations.

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

**2 Work experience descriptions** – continued

Describe your experience

B. Identifying design and/or project objectives.

C. Identifying possible alternative methods and concepts.

D. Defining performance specifications and functional requirements.

E. Solving engineering problems.

F. Interacting with professionals from other areas of practice.

G. Effectively communicating recommendations and conclusions.

H. Demonstrating an understanding and concern for energy/environmental considerations and sustainability of resources.

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 complete the form:
    - 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	
(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? . . . . .  Yes  No

Describe your level of supervision over the applicant’s work:

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:

Check the work experience categories in which you believe the applicant is competent and prepared to be examined for admission to the profession:

- A. Formulating conclusions and recommendations
- B. Identifying design and/or project objectives
- C. Identifying possible alternative methods and concepts
- D. Defining performance specifications and functional requirements
- E. Solving engineering problems
- F. Interacting with professionals from other areas of practice
- G. Effectively communicating recommendations and conclusions
- H. Demonstrating an understanding and concern for energy/environmental considerations and sustainability of resources

How does the applicant’s description of experience, including the scope and complexity of the work, match your evaluation?

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

**3 Work experience verification**—continued

Answer the following

How long have you been the applicant's supervisor? . . . . . \_\_\_\_\_ years/months

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

*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.**

