STATE OF WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS

1124 Smith Street, Suite 1200, Charleston, West Virginia 25301 Telephone (304) 558-0350 Fax (304) 558-0352

Website: www.wvbps.wv.gov Email: wvbps@wv.gov



PROFESSIONAL SURVEYING EXPERIENCE VERIFICATION

An employment verification is required for each engagement encompassing your professional surveying experience as listed on your application. Please complete Part I of this form, and forward to your current or former supervisor for completion/verification of Part II (see reverse). If a former supervisor is not available, please submit form to owner or other individual who has knowledge of your work in that engagement. If you are self-employed, please submit form to client(s) who are familiar with your business and can verify your experience. Completed verification forms must be received by the application deadline.

Part I: (To be completed by Applicant)

Applicant's Name					
	First	Middle		Last	Generation
Mailing Address					
	Street Address/P.O. Box		City	State	Zip Code
Employer					
Mailing Address					
	Street Address/P.O. Box		City	State	Zip Code
Supervisor's/Verifier's	s Name				
•	Licensed	Professional Surv	eyor who directly s	upervised your work, if a	pplicable
Title of Position					
Total time spent in th	is position	То	☐ Full Time	Part Time	Hours/Week
Engagement No	(from Application For	m)			
Describe nature of wo	ork performed with ref	erenced emp	oloyer		
Applicant's Signature				Date	

Part II: Verification (To be completed by Supervisor)

Address Phone Number What is your business relationship to the applicant?	Verifier's Name		Title		
Are you a licensed professional surveyor? State License Number License Number To the best of your knowledge, did the applicant correctly describe his/her experience? Yes	Address		Phone Number		
Are you a licensed professional surveyor? State License Number License Number To the best of your knowledge, did the applicant correctly describe his/her experience? Yes	What is your business relationship to the applicant?				
To the best of your knowledge, did the applicant correctly describe his/her experience? Yes					
Please divide the applicant's professional surveying experience by the time spent in responsible charge and technician level. RESPONSIBLE CHARGE is defined as having direct control of surveying work under the direct supervision of a licensee or person authorized another state or country to engage in the practice of land surveying in order to gather, prepare or analyze data, evidence or information the will all and assist the licensed professional in resolving boundaries or managing data or information regarding work related to the practice land surveying. TECHNICAN level is defined as work performed under the direction of a crew chief or licensed professional where the responsibility and knowledge requirements are minimal. Primarily this level involves work in a field crew, other than as crew chief, or in the office doing basic drafting or computations. Technician % Responsible Charge 1. Boundary Surveys and ALTA 2. GPS and Control Surveys 3. Construction Stakeout 4. Topographical and Design Data 5. Mortgage/Loan Inspection Surveys/House Location 6. Route — Highway 7. Mining and Underground 8. Oil and Gas and Pipelines 9. Other Additional Comments (If you have also been asked to provide a letter of reference for the applicant, you may provide comments here in lieu of writing a separate reference letter.)	· · · · · · · · · · · · · · · · · · ·				
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