

STATE OF WEST VIRGINIA
 BOARD OF PROFESSIONAL SURVEYORS
 738 Airport Road, Sutton, West Virginia 26601
 Telephone (304) 765-0315 Fax (304) 765-0316
 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 Name _____
Licensed Professional Surveyor who directly supervised your work, if applicable

Title of Position _____

Total time spent in this position _____

From
To
 Full Time Part Time
_____ Hours/Week

Engagement No. _____ (from Application Form)

Describe nature of work performed with referenced employer _____

Applicant's Signature _____ Date _____

Part II: Verification (To be completed by Supervisor)

This verification is a confidential document between the West Virginia Board of Professional Surveyors and you as a current or former employer of the applicant and is not to be shared with the applicant.

 Verifier's Name Title

 Address Phone Number

What is your business relationship to the applicant? _____

Are you a licensed professional surveyor? _____ State _____ License Number _____

To the best of your knowledge, did the applicant correctly describe his/her experience?
 Yes No If no, please explain _____

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 in another state or country to engage in the practice of land surveying in order to gather, prepare or analyze data, evidence or information that will aid and assist the licensed professional in resolving boundaries or managing data or information regarding work related to the practice of land surveying.

TECHNICIAN 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.)

 Signature Date

Please return this form to the West Virginia Board of Professional Surveyors by the application deadline (January 1 for Spring exam and July 1 for Fall exam)

