STATE OF WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS

1124 Smith Street, Suite B127C, 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)

Verifier's Name		Title		
Address		Phone Number		
What is your business relationship to the applicant?				
Are you a licensed professional surveyor?				
To the best of your knowledge, did the applicant correctly	/ describe his/her ex	xperience?		
☐ Yes ☐ No If no, please explain _				
Please divide the applicant's professional surveying expertechnician level.	ience by the time sp	pent in responsible charge and	t	
RESPONSIBLE CHARGE is defined as having direct control of surveying w another state or country to engage in the practice of land surveying in o will aid and assist the licensed professional in resolving boundaries or m land surveying.	order to gather, prepare o	or analyze data, evidence or informati	tion that	
TECHNICIAN level is defined as work performed under the direction of a knowledge requirements are minimal. Primarily this level involves work	Table 1	•		
drafting or computations.	Technician	n % Responsible Cha	arge %	
Boundary Surveys and ALTA	T	170 1155,51111	71 D-	
GPS and Control Surveys				
3. Construction Stakeout				
4. Topographical and Design Data			_	
5. Mortgage/Loan Inspection Surveys/House Location				
6. Route – Highway			<u>-</u>	
7. Mining and Underground				
8. Oil and Gas and Pipelines	<u> </u>			
9. Other				
Additional Comments (If you have also been asked to proprovide comments here in lieu of writing a separate refe		erence for the applicant, you i	<u>may</u>	
Signature	Date			
Please return this form to the West Virginia Board of Profe by the application deadline (January 1 for Spring exam and	· · · · · · · · · · · · · · · · · · ·	m)		
BoardDocuments/Forms/Exams/Experience Verification		P.S. Seal	/	