



## 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 (February 1 for Spring exam and August 1 for Fall exam)

