



STATE OF WEST VIRGINIA
BOARD OF PROFESSIONAL SURVEYORS
1124 Smith Street, Suite 1200, Charleston, West Virginia 25301
Website: www.wvbps.wv.gov Email: wvbps@wv.gov
Telephone (304) 558-0350

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 it to your current or formal supervisor for completion / verification of Part II. 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 clients who are familiar with your business and can verify your experience. Completed verifications must be received before the application can be reviewed by the Board.

Part I: To be completed by Applicant

Date: _____ NCEES ID: _____

Full Legal Name: _____
First Middle Last Suffix

Mailing Address: _____
Street/ PO Box City State Zip Code

Employer: _____

Business Address: _____
Street/ PO Box City State Zip Code

Supervisor's / Verifier's Name: _____

Title of Position: _____

Total time in this position: _____ to _____ ☐ Full Time ☐ Part Time Hours/ Week _____

Describe nature of work performed with references employer: _____

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: _____
Street/ PO Box City State Zip Code

Phone: _____ Email: _____

What is your business relationship to the applicant? _____

Are you a licensed professional surveyor? ☐ no ☐ yes State: _____ License Number: _____

To the best of your knowledge, did the applicant correctly describe his / her experience? ☐ yes ☐ no

If not, 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.

Type of Work	Technician %	Responsible Charge %
Boundary Surveys and ALTA		
GPS and Control Surveys		
Construction Stakeout		
Topographical and Design Data		
Mortgage / Loan Inspection Surveys / House Location		
Route – Highway		
Mining and Underground		
Oil and Gas – Pipelines		
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 mail this form to: WVBP 1124 Smith Street, Suite 1200, Charleston, WV 25301 or email to wvbps@wv.gov.

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