



West Virginia State Board of Registration for Professional Engineers  
300 Capitol Street, Suite 910, Charleston, WV 25301

**PROFESSIONAL ENGINEER REFERENCE FORM**

PLEASE TYPE OR PRINT LEGIBLY AND RETURN TO THE APPLICANT

**INSTRUCTIONS**

**APPLICANT:** Complete items 1-3, then forward this form to the individual serving as your reference. All references must have known you for at least one year. Applicants may not use a relative or current Board member as a reference.

**REFERENCE:** Complete items 4-12. Enclose the form in a **sealed envelope with your signature across the sealed flap**. Return it to the applicant for inclusion in their application package. Your prompt response is appreciated.

The following individual is applying to the West Virginia State Board of Registration for Professional Engineers for initial licensure, comity or reinstatement to become a Professional Engineer in West Virginia. Your name has been given as a reference. The Board is charged with the responsibility of safeguarding the public and to register only those individuals who have demonstrated a proficiency of engineering knowledge, and have good character, integrity and honesty. Your assistance in helping the Board make that determination is appreciated!

Please consider your remarks carefully, keeping in mind the public and an implied moral obligation to protect your fellow citizens. Any information you provide the Board is **confidential** and is **not** discoverable through the Freedom of Information Act. The Board would like to emphasize that your statement submitted herewith must be from your **personal knowledge only**. Your careful consideration to the questions below will be most helpful to the Board in performing our legal obligations.

1. Applicant's Name: \_\_\_\_\_  
First Middle Last (Sr., Jr., III)
2. Social Security Number (last four digits only): \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
Address City County State Zip
4. Reference's Name: \_\_\_\_\_  
First Middle Last (Sr., Jr., III)
5. Mailing Address: \_\_\_\_\_  
Address City County State Zip
6. Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Email: \_\_\_\_\_
7. Are you a licensed professional engineer? ☐ No ☐ Yes If yes, State: \_\_\_\_\_ License Number: \_\_\_\_\_
8. What is your business relationship to the applicant? \_\_\_\_\_ Family relation: ☐ No ☐ Yes
9. How many years have you known the applicant? \_\_\_\_\_
10. How would you rate the applicant's:  

	Excellent	Satisfactory	Poor
Technical Knowledge	_____	_____	_____
Moral Character	_____	_____	_____
Reputation	_____	_____	_____
Honesty/Integrity	_____	_____	_____
11. Has the applicant ever been convicted of a felony? ☐ No, not to my knowledge ☐ Yes (Please provide any details on back of form)
12. Keeping in mind the West Virginia Code charges the Board to protect the public, do you recommend that the Board license and register the applicant as a Professional Engineer? ☐ No ☐ Yes

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

**If you are a registered Professional Engineer, please apply your seal.**