

Example

**SOUTH CAROLINA STATE BOARD OF REGISTRATION
FOR PROFESSIONAL ENGINEERS AND SURVEYORS**

SC Department of Labor, Licensing and Regulation

P.O. Box 11597

Columbia, SC 29211-1597

ONLY

Date: Current Date		Applicant's Name: John Smith		
A. Employment Number: 01 B. Dates of Employment: 06/1992 to 06/1995 C. Employer Name and Mailing Address: John Doe John Doe Engineering Inc. 123 Anystreet Columbia, SC 29210	D. Time:			
	(1)	(2)	(3)	
	Sub-Professional Work	Professional Work	Total Time	
	1 yr. 6 mo.	1 yr. 6 mo.	3 yrs.	
E. Description of Experience John Doe Engineering Inc.; Columbia, SC Transportation Project Engineer: As a Project Engineer leading a design team consisting of two entry-level engineers and two CADD technicians, I have been directly responsible for following correct design procedures, plan accuracy and budgeting for two road widening projects. In addition, I have been responsible for all corporate transportation marketing initiatives in the Anywhere metropolitan area. Project: Sunset Road widening (Wonderland Parkway/SR 222 to SR 25) for the Jones County DOT. Responsibilities: Horizontal and vertical alignment using AASHTO "Green Book" criteria. Case III sight distance analysis at a stop controlled intersection. Two barrier warrant analysis using ASHTO's "Roadside Design Guide". A hydrauliac Study Report involving culvert analyses and energy dissipator design using HYS of FHWA's HYDRAIN package. Catch basin spacing and storm sewer design using HEC-12 and HYDRA (HYDRAIN). Signing and striping plans at typical sections.				
<i>** If needed, please continue on supplemental sheet.</i>				

▲ The **top** portion to be completed by the **Applicant**. The **bottom** portion to be completed by the **Reference** ▼

Dear Sir/Madam:

An application for registration as a **land surveyor** or a **land surveyor-in-training** has been filed with this Board by the above-named applicant. Will you kindly give the information requested below, if known, and make any comments that may be of value to the Board in considering the applicant's qualifications? Information secured from references is for the confidential use of the Board and the source and character of the information will not be divulged, except in special cases when required by law. Both the applicant and the Board will appreciate your cooperation in promptly furnishing the information requested.

Is the Applicant's above description of experience and dates of employment accurate? _____.

In your opinion is the applicant qualified to do important surveying, including all field work, necessary courthouse research, calculations, plat preparation and metes and bounds property descriptions? _____.

Remarks: _____

_____ Date: _____

Reference Signature: _____ Name of Business: _____

Reference Position: _____ Registered Land Surveyor Number _____ State _____

The completed questionnaire should be returned to the applicant IN A SEALED ENVELOPE SIGNED ACROSS THE FLAP to be included in his/her application packet. If you do not wish to return the questionnaire to the applicant, you may return it directly to the Board office. In such a case, you must notify the applicant in writing that you will be returning the questionnaire directly to the Board office.

1. In your opinion, the applicant's character and reputation are: _____
2. Are you in any way related to the applicant? _____
3. Are you aware of any instances where the applicant was found guilty of illegal conduct? If so, please specify:

4. Please provide your evaluation of the applicant's capability for making mature and responsible decisions in surveying matters. If an "inadequate" evaluation is given, please provide a note of explanation below.

<u>Phase of Activity</u>	Excellent	Good	Satisfactory	Inadequate	Other Comments
Technical Competency:	_____	_____	_____	_____	_____
Technical Integrity	_____	_____	_____	_____	_____

5. Please indicate by an "X" the surveying work areas in which you personally know that the applicant has experience and proven ability. (Please indicate "unknown", if this be the case.)

<u>Type of Experience</u>	Field Work	Office Work	Other Comments
a) Boundary or acreage surveys	_____	_____	_____
b) Lot or loan closing surveys	_____	_____	_____
c) Topographic surveys	_____	_____	_____
d) Subdivision planning & design	_____	_____	_____
e) "As-built" surveys	_____	_____	_____
f) Condominium surveys	_____	_____	_____
h) Route/Right-of-way surveys	_____	_____	_____
i) Construction layout surveys	_____	_____	_____
j) Geodetic control surveys	_____	_____	_____
k) Hydrographic surveys	_____	_____	_____
l) GLO/Sectional surveys	_____	_____	_____

6. Would you employ the applicant in a position of trust and responsibility for an important surveying project involving the welfare and safety of the public? _____

7. Other information concerning the applicant or experience of any of the above responses: _____

Additional information in letterform, which would amplify or clarify and assist the Board in equitably evaluating the applicant's experience and suitability for certification is respectfully requested. The Board is charged by law with protection of the welfare and safety of the public in surveying matters and will certify only those persons believed to have the desire and ability to protect the public in the total discharge of their surveying duties and responsibilities.