



Professional Engineers  
and Geoscientists of BC  
www.apeg.bc.ca

THE ASSOCIATION OF PROFESSIONAL ENGINEERS AND  
GEOSCIENTISTS OF THE PROVINCE OF BRITISH COLUMBIA

REFERENCE FORM FOR DESIGNATED STRUCTURAL  
ENGINEER (Struct.Eng.)

Your name has been put forward by this applicant as a referee in support of his or her application for Designated Structural Engineer (Struct.Eng.). It is important to the applicant, as well as to the Association, that you complete and return this form, directly to the Association and not to the applicant, as soon as possible.

This form should be accompanied by a summary of the applicant's experience. Please answer all questions to the best of your direct knowledge only. As a referee, you are asked to consider your assessment carefully and to provide as much input and guidance as possible to the Association concerning the readiness of the applicant for the Struct.Eng. designation. Please do not suppress any information that might influence the decision. If, for any reason, you feel that you cannot provide an assessment of this applicant, please return this form to the Association and note your reasons in the space provided below.

All statements will be treated as confidential. Thank you for taking part in this most important aspect of the review procedure.

If you are unable to act as a referee, please indicate the reason in the space provided:

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**A. REFEREE CONTACT DETAILS**

<b>Applicant Name:</b>	<b>Referee Address:</b>
<b>Referee Name:</b>	
<b>Referee Daytime Telephone Number:</b>	

**B. YOUR PROFESSIONAL KNOWLEDGE OF THE APPLICANT**

1. For how many years have you known the applicant:

Personally? \_\_\_\_\_ years, from (provide dates) \_\_\_\_\_ to \_\_\_\_\_

Professionally? \_\_\_\_\_ years, from (provide dates) \_\_\_\_\_ to \_\_\_\_\_

2. What is or was your position in relation to the applicant?

Supervisor     Colleague     Client     Other \_\_\_\_\_

Please indicate the duration of this relationship:

\_\_\_\_\_ years, from (provide dates) \_\_\_\_\_ to \_\_\_\_\_

3. Candidates for Struct.Eng. must demonstrate six years of significant post-graduation structural engineering experience including two years in responsible charge of significant structural engineering work. To be significant, engineering work must:

- Represent an application of the knowledge of structural engineering that goes beyond standard solutions found in manuals of practice;
- Be done in an environment where the engineer has worked with at least two materials and has assumed a significant part of the overall structural engineering responsibility for the project;
- Demonstrate responsibility for structural design of buildings under Part 4 of the *British Columbia Building Code* or the *Vancouver Building Bylaw*.
- Demonstrate experience with the design of buildings in high seismic regions

4. Judging from your direct knowledge of the applicant's work:

- What is your assessment of the applicant's understanding of structural engineering? Does he or she demonstrate an understanding that exceeds the standard solutions found in manuals of practice?

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- How has the applicant assumed overall structural engineering responsibility for a project? What structural materials has he or she worked with?

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- Please give a description of how the applicant has assumed responsibility for the structural design of buildings under Part 4 of the *British Columbia Building Code*, the *Vancouver Building Bylaw*, and the *National Building Code of Canada*.

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- Please state your assessment of the applicant's knowledge and application of the BC structural engineering codes of practice and the Association's Code of Ethics.

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**C. YOUR ASSESSMENT OF THE APPLICANT'S EXPERIENCE**

The purpose of the review process is to ascertain whether or not the applicant is ready to accept overall responsibility for the structural design of Part 3 Buildings as defined in the *BC Building Code* and the *Vancouver Building Bylaw*.

It is requested that you review the enclosed summary of experience provided by the applicant and comment on its validity in the space provided. Also, please emphasize areas in which you judge the applicant to have outstanding abilities and areas in which you feel the applicant does not yet have enough experience.

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**D. ADDITIONAL INFORMATION**

- 1. If you have any additional information which will assist in our evaluation, please provide it below:

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2. If, for any reason, you believe that this applicant should not be granted the Struct.Eng. designation, please outline your reasons below. Please note that your comments will be kept in strict confidence by APEGBC.

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**E. REFEREE INFORMATION**

Position: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Professional Designation: \_\_\_\_\_  
Licence # / Jurisdiction: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

*Please affix your professional seal here:*

Please return this form, with a copy of the applicant's work experience summary, to:

APEGBC  
Designated Structural Engineer Program  
200-4010 Regent Street  
Burnaby BC V5C 6N2  
fax: 604.430.8085

***THANK YOU FOR TAKING THE TIME TO PROVIDE THIS REFERENCE.***