

# REFERENCE



The Association of Professional Engineers and Geoscientists of British Columbia  
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PLEASE TYPE OR PRINT LEGIBLY

|                               |                 |
|-------------------------------|-----------------|
| REFEREE NAME:<br><br>ADDRESS: | APPLICANT NAME: |
|                               | DATE:           |
|                               | SCOPE:          |

Your name has been put forward by this applicant as a Referee to verify his/her experience for granting of a Limited Licence. It is important to the applicant, as well as the Association that you complete the form and return it. **Please refer to the enclosed Proposed Scope of Practice and experience record supplied by the applicant.** Please answer all questions to the best of your **direct** knowledge only. Second-hand information is of little value. Please **do not suppress any information which might influence the decision.** Because granting of Limited Licence is based upon evaluation by professional engineers or professional geoscientists, the evaluations of referees are critical to the process.

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 below in the space provided. All statements will be treated as confidential. Thank you for taking part in this most important aspect of the licensing process.

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

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**A. YOUR PERSONAL KNOWLEDGE OF THE APPLICANT**

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

Personally? \_\_\_\_\_

Professionally? \_\_\_\_\_

2. In your opinion, is the applicant's character:

Acceptable

Not Acceptable

If you checked "Not Acceptable", please elaborate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

3. What is or was your professional relationship to the applicant?

Supervisor       Client       Other (please describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. For how many years have you been familiar with the applicant?:

(a) personally? From \_\_\_\_\_ to \_\_\_\_\_

(b) in your professional capacity? From \_\_\_\_\_ to \_\_\_\_\_

5. For how many years of 4(b) above has the applicant been engaged in engineering/ geoscience?

\_\_\_\_\_

6. Please indicate the basis of your knowledge of the applicant's engineering/geoscience experience?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. In your opinion, does the applicant

● communicate effectively in English?

Orally             Yes             No

In Writing         Yes             No

... cont'd

- apply engineering/geoscience principles in a knowledgeable and accurate manner?

Yes       No

Please comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- possess sound professional judgement?

Yes       No

Please comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- have the ability to recognize and work within his/her limitations?

Yes       No

Please comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- adhere to the Code of Ethics?

Yes       No

Please comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

8. Please provide from your **first-hand, personal knowledge** details of the type of work the applicant has performed, which you can confirm, and details of responsibility, describing the aspects of his/her work with which you are familiar, and for what periods of time. Please specify dates. Please indicate specific types of experience gained by the applicant *relevant to the requested scope of the licence*, and which you can confirm. Please attach additional pages if necessary.

From \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

... cont'd

9. The purpose of the process of examination of credentials for licensure is to ascertain whether or not the applicant is ready to accept full professional responsibility for work performed and understands his/her limitations. Experience, in order to be acceptable must involve the application of scientific principles, show progression into work of increasing complexity and responsibility and must have been in a technical field or fields in which problems of an engineering/geoscience nature have been encountered. You are asked to judge how much of the applicant's experience with which you are specifically familiar was:

(a) at a non-technical level \_\_\_\_\_ months

(b) on training or familiarization programs \_\_\_\_\_ months

(c) at an engineering/geoscience level involving the application of scientific principles  
\_\_\_\_\_ months

(d) at a professional level and under the direct supervision of a professional engineer/ professional geoscientist \_\_\_\_\_ months

10. In your judgement, is the applicant qualified by experience to practise **at a professional level within the scope of licensure requested?**

Yes

No

If your answer is "Yes", please be certain that the applicant can accept full professional responsibility including judging accurately when he/she is out of his/her depth; if your answer is "No", please comment below in section 12.

#### D. ADDITIONAL INFORMATION

11. Council would appreciate any additional or amplifying information that you may wish to provide:

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12. If you have any reason to believe that granting of Limited Licence to the applicant should be withheld at this time, please comment below:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Employer \_\_\_\_\_

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