

## **INSTRUCTIONS FOR APPLICANTS REGARDING THE "REFERENCE FORM"**

### **PROFESSIONAL ENGINEER/PROFESSIONAL SURVEYOR**

Each applicant for licensure as a Professional Engineer or Surveyor must provide the Board with a minimum of five references. Three of these references must currently be licensed engineers if the application is for an engineering license or currently licensed surveyors if the application is for a surveying license. These references must be authorized to practice engineering/surveying within the United States. The remaining references need not be licensed. (It is preferable that all five references be from licensed individuals.) The use of non-licensed engineer references having personal knowledge of the applicant's engineering experience and reputation may be accepted by the Board provided a satisfactory written explanation is given, e.g. all experience is with the Federal Government. (See Section 61-23-14.1(2), NMSA, 1978)

### **SOURCES OF REFERENCES**

The following are sources, listed in descending order of significance:

- A. Immediate Supervisor
  - B. Co-workers at equal or higher level who know of your qualifying experience
  - C. Indirect supervisors
  - D. Co-workers not closely associated with your work
  - E. Acquaintances (persons in this group may be used if other sources are lacking)
- Current board members, subordinates, and family members cannot serve as references.

### **PROCEDURE**

- A. The applicant must list the individuals used as references on section 5 of the application.
- B. Blank reference forms may be downloaded for distribution. The following must be sent to each reference:
  - 1. A blank "Reference Form" filled with only the name and address of the reference, the date, the applicant's name, the type of application and the applicant's address and phone number.
  - 2. A copy of the completed application's "Abstract of Applicant Statement of Qualifications" to assist references in the completion of the form. **DO NOT OMIT THIS!** (Original must accompany the application)
  - 3. We suggest that you provide each reference with a stamped envelope, addressed to the Board to expedite a reply. The Board's mailing address is shown on the reference form.
- C. This office must receive the completed reference forms directly from the applicant's references. **NO COMPLETED REFERENCE FORMS WILL BE ACCEPTED FROM THE APPLICANT.** Forms to references should be distributed only after application has been made. **DO NOT MAIL IN THE REFERENCES UNTIL THE APPLICATION HAS FIRST BEEN MAILED TO OUR OFFICE.**
- D. Applicants are responsible for ensuring their application files are complete. All documentation, including verification forms(s), should be received in this office by the appropriate deadline to ensure a complete application file. To inquire about the status of your application, call this office at (505) 476-4565.

### **SURVEYOR INTERNS**

Applicants for Surveyor Intern certification must provide the Board with three references. Two of these references must be from licensed Professional Surveyors and the other one may be a character reference.

### **ENGINEER INTERNS**

Applicants for Engineer Intern certification must provide the Board with three references. One of these references must be from a licensed Professional Engineer and the other two may be character references.

State of New Mexico  
**BOARD OF LICENSURE for**  
**PROFESSIONAL ENGINEERS AND PROFESSIONAL SURVEYORS**  
 PO Box 25101, Santa Fe, New Mexico 87504  
 Phone: 505-476-4565

## SURVEYING REFERENCE FORM

Reference's name: \_\_\_\_\_

Date \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam:

\_\_\_\_\_ (applicant) has filed an application for:

☐ **SI Certification** ☐ **PS by Exam** ☐ **PS by Comity** ☐ **PS by Reinstatement** The New Mexico State Board requests that you serve as a reference having personal knowledge of his/her qualifications for certification, licensure, or reinstatement.

Please fill out the form below as completely and accurately as possible and return it directly to the Board at the above address. All information furnished by you will be treated as confidential. Your prompt return of the reference form will be appreciated and will expedite the disposition of the application.

Professional experience is a major component of the licensure process. The Board depends on professionals like you for the evaluation of the applicant's experience. Please complete this reference form with the same accuracy and diligence as any other document which you seal.

A brief statement of the applicant's education and experience as submitted to the Board is attached hereto for your information if the reference is for licensure. Intern references do not include this statement. If you have any questions regarding completion of this form, please call the New Mexico Board of Licensure office. Thank you for your assistance.

Sincerely, *Ronald R. Bohannon, P.E.*  
 Ronald R. Bohannon, P.E., Secretary, NM Brd of Licensure

Applicant's name (print or type) \_\_\_\_\_

Applicant's address \_\_\_\_\_

Applicant's phone \_\_\_\_\_

### TO BE COMPLETED BY REFERENCE – PLEASE TYPE OR PRINT CLEARLY

1. My business of profession is (also indicate area of expertise) \_\_\_\_\_
2. I am a licensed Engineer: No \_\_\_\_ Yes \_\_\_\_ State \_\_\_\_ License Number \_\_\_\_ Expiration Date \_\_\_\_
3. I am a licensed Surveyor: No \_\_\_\_ Yes \_\_\_\_ State \_\_\_\_ License Number \_\_\_\_ Expiration Date \_\_\_\_
4. My relationship, if any to the applicant \_\_\_\_\_
5. I have known the applicant \_\_\_\_ years, from \_\_\_\_ to \_\_\_\_
6. From my personal knowledge, my appraisal is as follows:

	Excellent	Very good	Adequate	Below Par	Poor	Don't know
Character and personal reputation						
Professional reputation						
Professional attitude						
Application of technical knowledge						
Professional judgment						
Quality of work						

–PLEASE MAIL DIRECTLY TO BOARD OFFICE–  
 REFERENCES ARE NOT TO BE SHOWN NOR PROVIDED TO THE APPLICANT

**REFERENCE FORM, PAGE 2 – TO BE COMPLETED BY REFERENCE – PLEASE TYPE OR PRINT CLEARLY**

**Questions on experience may not apply to Intern References**

1. I have personal knowledge of the following engagements as shown on the applicant's *Abstract of Applicant Statement of Qualifications* form and verify that the experience is progressive and the grade and character indicates to the Board that the applicant may be competent to practice in the profession.

FROM	TO	WORK PERFORMED	% OF TIME IN RESPONSIBLE EXPERIENCE*

2. Knowledge of above work results being:

EMPLOYER \_\_\_\_\_ CO-WORKER \_\_\_\_\_ REVIEWED WORK \_\_\_\_\_ PROFESSOR \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_ INDIRECT \_\_\_\_\_ OTHER (EXPLAIN) \_\_\_\_\_

3. Remarks

- a. The Board will appreciate any additional or amplifying information regarding the applicant's experience, abilities and estimate of potential.  
 b. Based on the definitions below and your personal knowledge for the applicant's technical qualifications, do you recommend the certification or licensure for which this application has been made?

Remarks \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**(SEAL)**  
 (If your are licensed,  
 please stamp with seal)

Signature \_\_\_\_\_  
 Print name \_\_\_\_\_  
 Date \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

(The Board may wish to contact you for further information)

If you do not have a seal please check ☐

**DEFINITIONS**

"SURVEYOR" or "PROFESSIONAL SURVEYOR" means a person who is qualified to practice surveying by reason of his intensive preparation and knowledge in the use of mathematics, physical and applied science and surveying including the principles and methods of surveying acquired by education and experience and who is licensed by the board to practice surveying.

"SURVEYING" or "PRACTICE OF SURVEYING" means any service or work, the substantial performance of which involves the application of the principles of mathematics and the related physical and applied sciences for:

- (1) the measuring and locating of liens, angles, elevations and natural and man-made features in the air, on the surface of the earth, within underground working and on the beds or bodies of water for the purpose of defining location, areas and volumes;
- (2) the monumenting of property boundaries and for the platting and layout of lands and subdivisions thereof;
- (3) the application of photogrammetric methods used to derive topographic and other data'
- (4) the establishment of horizontal and vertical controls for surveys for design, topographic surveys including photogrammetric methods, construction surveys of engineering and architectural public works projects; and
- (5) the preparation and perpetuation of maps, records, plats, field notes and property descriptions.

\* "RESPONSIBLE EXPERIENCE" means experience that is increasing in responsibility and complexity.

"RESPONSIBLE CHARGE" means responsibility for the direction, control and supervision of engineering or surveying work, as the case may be, to assure that the work product has been critically examined and evaluated for compliance with appropriate professional standards by a license in that profession and by sealing or signing the documents, the professional engineer or surveyor accepts responsibility for the engineering or surveying work, respectively, represented by the documents and that applicable engineering or surveying standards have been met.

**ALL INFORMATION FURNISHED BY THE REFERENCE IS STRICTLY CONFIDENTIAL**