

## INSTRUCTIONS FOR APPLICANTS REGARDING THE “REFERENCE FORM”

### FOR APPLICANT

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

- A. Immediate Supervisor
- B. Co-workers at equal or higher levels 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 section of the application.
- B. Blank reference forms may be downloaded for distribution. A blank "Reference Form" filled with only the applicant's name and email address.
- 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.**
- 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, either email ([info@blpeps.nm.gov](mailto:info@blpeps.nm.gov)) or call this office at (505) 476-4565.

### FOR VERIFIER

The New Mexico State Board requests that you serve as a reference having personal knowledge of his/her qualifications for certification, licensure, reinstatement or additional discipline. Please fill out the form below as completely and accurately as possible and return it directly to the Board at [info@blpeps.nm.gov](mailto:info@blpeps.nm.gov).

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. If you have any questions regarding completion of this form, please call the New Mexico Board of Licensure office. Thank you for your assistance.



# New Mexico State Board of Licensure for Professional Engineers and Professional Surveyors

PO Box 1967 ▪ Santa Fe, New Mexico 87504  
Information (505) 476-4565 ▪ Fax (505) 476-4802  
www.sblpes.state.nm.us

## REFERENCE FORM

### I. Applicant's Information

Name: \_\_\_\_\_  
Email: \_\_\_\_\_

### II. Verifier's Information (This section should be completed by reference)

Name: \_\_\_\_\_ License Type: \_\_\_\_\_  
Email: \_\_\_\_\_ License Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Discipline: \_\_\_\_\_  
Known applicant: \_\_\_ years, from \_\_\_\_\_ to \_\_\_\_\_ Related to applicant: \_\_\_\_\_

### III. Appraisal

	Excellent	Very Good	Satisfactory	Inadequate	Don't Know
Character and Reputation					
Application of Technical Knowledge					
Professional Judgement					
Quality of Work					

### IV. Personal Experience with Applicant

Would you entrust this applicant with responsibility for an important engineering/surveying project involving the health, safety, and welfare of the public?

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

Would you recommend this applicant for certification or licensure?

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

Please give additional information which you feel would assist the Board in evaluating the applicant's qualifications:

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

I, \_\_\_\_\_, certify to the accuracy of the above statements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_