Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
Ship To: 1400 E. Washington Avenue
Madison, WI 53703

FAX #: (608) 261-7083
Phone #: (608) 266-2112

EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS

PROFESSIONAL ENGINEER APPLICANT REFERNCE FORM

Applicant’s Name: [ ]
Date of Birth: [ ] / [ ] / [ ]

Note to Applicant:

If applying by Examination: Provide references from at least five (5) individual having personal knowledge of the applicant’s engineering work, three (3) or more of whom are registered Professional Engineers, one of whom is registered in Wisconsin and one of whom has served as supervisor in responsible charge of the applicant’s engineering work.

If applying by Comity: Provide replies from five (5) registered Professional Engineers, one of whom served as a supervisor in responsible charge of your engineering experience.

Family members can act as supplemental references in support of an application, but not as one of the five (5) required responses. The Board suggests the person completing this form should have 12 months knowledge of the applicant’s engineering experience within the past five (5) years. Type or print your name in the box at the top of each form prior to distribution. Forms must be forwarded by you to this office with your application.

Instructions: The applicant named above has applied for registration as a Professional Engineer to practice in the State of Wisconsin. To assist the Board in reviewing the applicant, we would appreciate your appraisal of the applicant's proficiency as requested below. Return completed reference form to the applicant in a sealed envelope.

1. I know this applicant: □ Very Well □ Well □ Slightly □ Not at all

2. My contacts with the applicant extend: From: [ ] / [ ] / [ ] To: [ ] / [ ] / [ ]

3. These contacts were: (check all that apply)

☐ Employer ☐ Employee ☐ Supervisor ☐ Subordinate
☐ Co-worker ☐ Student ☐ Instructor ☐ In professional society activities
☐ Other (specify) [ ]

4. The applicant performed work in the following general area(s): (check all that apply)

☐ Project Management ☐ Technical Design ☐ Research
☐ Construction Engineering ☐ Other (describe) [ ]

To qualify for licensure, an applicant must have sufficient knowledge and experience. To assist the Board in evaluating this applicant, please indicate whether the applicant has entry-level competence in each of the practice areas by placing an “X” in one of the three boxes, i.e., Satisfactory, Unsatisfactory, or UK (unknown).

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#470 (Rev. 2/17)
Ch. 443, Stats.

Committed to Equal Opportunity in Employment and Licensing
13. Registration in Wisconsin is not by classification of any branch of engineering practice. To assist the Board in evaluating this applicant, indicate the categories(s) in which you have knowledge of the applicant's experience. (check all that apply)

- Civil
- Electronic
- Metallurgical
- Structural
- Chemical
- Mechanical
- Industrial
- Other

14. In my opinion, this applicant is qualified to be registered as a Professional Engineer.  □ Yes  □ No

15. Provide comments on your overall recommendation of the applicant. (This section must be completed.)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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16. The information on this form is being submitted by:

Name

Firm

Title/Position

Address (street, city, state, zip)

Daytime Telephone Number

Signature

Date / / 

Affix seal or Indicate where registered, type of profession, and registration number below: (if applicable)