



# LAND SURVEYORS

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR NCEES FUNDAMENTALS EXAM AUTHORIZATION

- **NCEES by Auto-approval:** This option is only available to applicants with an ABET accredited bachelor's degree or an ABET accredited master's degree. Not all engineer degrees are ABET accredited. Refer to [www.abet.org/accreditation/](http://www.abet.org/accreditation/) to determine if your degree is ABET accredited. If it is, you may register directly with NCEES to take the national exams. Be sure to provide a copy of your ABET transcript to NCEES prior to registration.

### **Application supporting documentation for education, experience and examination**

- The Board will maintain all documentation submitted (prior to applying) for a maximum of one year.
- Documentation from a previously submitted application will not be used for a new application.
- Driver's licenses submitted from the following states will require a copy of the applicant's birth certificate as additional proof of citizenship – Illinois, New Mexico, Utah or Washington.
- Transcripts: Arrange to have copies of certified transcripts for all educational credit claimed sent **directly from the Registrar**. Electronic transcripts should be sent directly to your designated Licensing Specialist. The AZBTR will accept an education equivalency evaluation from a Board approved entity in place of official transcripts for foreign education. The evaluation must contain the applicant's graduation date. If a graduation date is not listed then official transcripts will be required. Please refer to A.A.C. R4-30-208 to determine the education allocation that may be applied to your degree.
- Three Certificates of Experience Record and Reference forms must be **submitted directly to the Board from the applicant's current or former supervisors** who are registered in the same profession for which the applicant is applying to demonstrate that the applicant meets the experience criteria for registration. The applicant is responsible for completing Section A of the form and mailing at least three forms to the present and past supervisors. The sum of the four categories in the "Detailed Summary of Qualifying Experience" section of the form must total the amount (in months) of your employment with that particular company. The supervisors must complete Section B of the form and send all pages directly back to the Board. The Board will not accept forms that are submitted by the applicant and will not accept old forms previously submitted to this or any other jurisdiction.
- Supervisors must complete a minimum of two of the three Certificate of Experience Record and Reference forms. If the applicant cannot provide at least two Certificate of Experience Record and Reference forms completed by supervisors, the applicant can submit a letter of explanation as to the reason why that requirement cannot be met and three Certificate of Experience Record and Reference forms submitted by professional references for consideration. Please note that submission of these alternate forms will be considered but may not be accepted as demonstrating necessary experience.

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**NCEES FUNDEMENTALS EXAM AUTHORIZATION**

- Registered Professionals in the applicant’s specific field must complete a minimum of two of the three Certificate of Experience Record and Reference forms. If the third reference is not registered in the applicant’s specific field, is not registered at all, or is registered in a foreign jurisdiction, he or she must submit their personal resume.
  
- If you have had any license or registration disciplined in Arizona or another jurisdiction, you must provide a copy of the Order. If you have been charged or convicted of a criminal offense, you must have the police record and court order sent to the AZBTR directly by the court of jurisdiction.

An application is not considered “administratively complete” until all of the verifying documentation has been received. You will receive a notice from the Board via regular mail when your application is received. If you do not receive a confirmation within two weeks, you are welcome to contact your Licensing Specialist by email. Please refer to the “About Us” “Staff” section on the website to obtain the email for your assigned Licensing Specialist. Application assignments are made based on the first letter of the applicant’s last name.

Please refer to:

- A.R.S. §32-122
- A.R.S. §32-122.01
- A.A.C. R4-30-282



# BOARD OF TECHNICAL REGISTRATION

## APPLICATION FOR FUNDAMENTALS EXAM AUTHORIZATION

Engineer

Land Surveyor

Geologist

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

APPLICATION FEE \$100.00

### 1. GENERAL INFORMATION

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # (mandatory) \_\_\_\_\_

Citizenship or Legal Residence \_\_\_\_\_

Residence Address \_\_\_\_\_ Apt/Suite/Unit: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Tel. # \_\_\_\_\_

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

Mailing City, State, Zip: \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Suite: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Tel. # \_\_\_\_\_

Email \_\_\_\_\_

Engineer Branch (if applicable): \_\_\_\_\_

If you have been legally known by another name(s) list here with explanation and provide documentation:  
\_\_\_\_\_  
\_\_\_\_\_

### 2. BACKGROUND/DISCIPLINE

If the answer to any of the following questions is "yes," please attach a detailed explanatory statement (use additional sheets if necessary) *and related official documentation*. The board will verify your answers by searching public records databases and if it learns that you answered any of the following questions incorrectly you may be denied access to take the exam and/or registration in Arizona.

Please refer to the "[Important Notice to Applicants](#)" in the Instructions.

- Have you ever been the subject of professional disciplinary action, including license denial, or do you now have such action pending against you in any state or jurisdiction (including Arizona)? Yes      No
- Have you been arrested for or convicted of a criminal offense, including a misdemeanor such as a DUI? Even if on appeal, you must disclose. ("Set aside" or "expunged" convictions and "no contest" or "nolo contendere" pleas) Yes      No

#### Internal Use Only

Receipt Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Criminal History Check Completed	
No Further Action Required	<input type="checkbox"/>
Further Information Required	<input type="checkbox"/>
Initials: _____	
Date: _____	

**3. PREVIOUS PROFESSIONAL REGISTRATIONS/CERTIFICATIONS**

(Please provide verifications issued by each state/jurisdiction)

**PROFESSIONAL REGISTRATIONS/CERTIFICATIONS: (Attach Complete List)**

Profession	State/ jurisdiction	Year Reg./Cert	Reg./Cert.#	How registered/certified (exam, education and experience, etc.)	Hrs.of Written exam	Active/ Canceled

**4. EDUCATION**

*Applicants must provide documentation of 48 months education and/or experience.*

ALL EDUCATION RELEVANT TO THIS APPLICATION MUST BE VERIFIED BY CERTIFIED TRANSCRIPTS FORWARDED DIRECTLY FROM THE REGISTRAR'S OFFICE OF THE COLLEGE OR UNIVERSITY ATTENDED TO THE BOARD. Transcripts of non-degreed applicants other than seniors claiming educational credit must be forwarded and received, including an outline of the nature and extent of studies, prior to admission to examination (seniors should not have transcripts forwarded until a degree has been awarded).

Name and Location of Institution	Years: From-To	Date Graduated	Major/Minor	Type of Degree
	TO			
	TO			









- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- 8. An alien who is, or whose child or child's parent is, a "battered alien" or an alien subjected to extreme cruelty in the United States.

Non-immigrant Status (8 U.S.C. §1621(a)(2))

- 9. A non-immigrant under the Immigration and Nationality Act [8 U.S.C. §1101 *et seq.*] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. §1101(a)(15).

Alien Paroled into the United States For Less Than One Year [8 U.S.C. §1621(a)(3)]

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA.

Other Persons (8 U.S.C. §1621(c)(2)(A) and (C))

- 11. A non-immigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in the Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. §1901 *et seq.*];
- 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. §1-501)

- 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States.
- PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §1621(a).

SECTION IV - DECLARATION
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All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

\_\_\_\_\_  
 TODAY'S DATE

Attachment: Lists A and B Evidence of U.S. Citizenship, U.S. National Status, or Alien Status

## ARIZONA STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A Xeroxed copy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure or renewal. See List A or List B.

### LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:

\*If any of the following documents do not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.

a. Primary Evidence:

- (1) An AZ driver's license issued after 1996 or an AZ non-operating identification license
- (2) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction); \*
- (3) A birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S.; \*
- (4) A signed United States passport; current or expired;
- (5) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); A U.S. certificate of birth abroad \*
- (6) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; \*
- (7) Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed);
- (8) Form N-561, Certificate of Citizenship;
- (9) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (10) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (11) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or \*
- (12) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoo living near the U.S./Mexican border).
- (13) A tribal certificate of Indian blood.\*
- (14) A tribal or bureau of Indian affairs affidavit of birth\*

NOTE: SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE DOCUMENTATION.

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

- f. U.S. Citizenship By Marriage  
 A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.  
 Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.
- g. A U.S. certificate of birth abroad\*  
 h. A foreign passport with a U.S. Visa\*  
 i. An I-94 form with a photograph  
 j. A U.S. citizenship and immigration services employment authorization document or refugee travel document\*

#### LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

- a. "Qualified Aliens"  
 Evidence of "Qualified Alien" status includes the following:  
*Alien Lawfully admitted for Permanent Residence*  
 - \*Form I-SS 1 (Alien Registration Receipt Card, commonly known as a "green card"); or  
 - Unexpired Temporary I-SS1 stamp in foreign passport or on \*I Form I-94.  
*Asylee*  
 - \*Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;  
 - \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (S)";  
 - \*Form I-766 (Employment Authorization Document) annotated "AS";  
 - Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or  
 - Order of an immigration judge granting asylum.  
*Refugee*  
 - \*Form I-94 annotated with stamp showing admission under § 207 of the INA;  
 - \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or  
 - \*Form I-766 (Employment Authorization Document) annotated "AS";  
*Alien Paroled into the U.S. for at Least One Year*  
 - \*Form I-94 with stamp showing admission for at least one year under section 212(d) (S) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement).  
*Alien Whose Deportation or Removal was withheld*  
 - \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)";  
 - \*Form I-766 (Employment Authorization Document) annotated "A10"; or  
 - Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.  
*Alien Granted Conditional Entry*  
 - \*Form I-94 with stamp showing admission under §203 (a) (7) of the INA;  
 - \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or  
 - \*Form I-766 (Employment Authorization Document) annotated "A3".  
*Cuban/Haitian Entrant*  
 - \*Form I-SS I (Alien Registration Receipt Card, commonly known as a "green Card") with the code CU6, CU7, or CH6.  
 - Unexpired temporary I-SS I stamp in foreign passport or on \*Form I-94 with the Code CU6 or CU7; or  
 - \*Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212 (d) (S) of the INA.  
*Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty*  
 - U.S. Citizenship and Immigration Service petition and supporting documentation
- b. Nonimmigrant  
 Evidence of "Nonimmigrant" status includes the following:  
 - \*Form I-94 with stamp showing authorized admission as nonimmigrant
- c. Alien Paroled into U.S. for less than One year  
 - \*Form I-94 with stamp showing admission for less than one year under section 212 (d) (S) of the INA
- d. A foreign passport with a U.S. visa  
 e. An I-94 form with a photograph.  
 f. A U.S. citizenship and immigration services employment authorization document or refugee travel document.



State of Arizona  
**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington • Suite 240 • Phoenix, Arizona 85007 • (602) 364-4930 • FAX: (602) 364-4931 • [www.azbtr.gov](http://www.azbtr.gov)

**\*\*\*ATTENTION\*\*\***

Effective July 20, 2011, the Arizona State Legislature modified A.R.S. § 41-1080, (Licensing and fingerprint clearance card eligibility; authorized presence; documentation; applicability; definitions) to require applicants for state licensure and licensure renewal to submit photographic identification with their applications to all state licensing boards and commissions. (See: H.B. 2102.)

This law does not apply to applicants who are citizens of foreign countries and do not need to reside in Arizona to use a state license. The law also does not apply to applicants who reside in other states or jurisdictions and hold a similar professional license in that state or jurisdiction and are not planning to reside in Arizona.

The Arizona State Board of Technical Registration understands that you may have already submitted documentation with your application for registration to the Board, verifying your lawful presence in the United States. However, unless you are exempt from the requirements of A.R.S. § 41-1080 as listed above, or you have already submitted a photograph in support of an application filed after March 2008; we request that you send us the required photograph to complete your registration/renewal process.

Please submit to the Board a “government issued document that contains (your) photograph,” as soon as possible, so as not to delay the issuance or renewal of your registration.

The government issued documents you may submit include a copy of the following:

- An Arizona driver’s license, issued after 1996, or an Arizona nonoperating identification license.
- A driver’s license issued by a state that verifies lawful presence in the United States.
- A United States passport.
- A foreign passport with a United States visa.
- An I-94 form with a photograph.
- A United States citizenship and immigrations services employment authorization document or refugee travel document.
- A United States certificate of naturalization.
- A United States certificate of citizenship.

Please contact the Board if you have any questions or concerns. Thank you for your consideration.



**State of Arizona**  
**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington Street, Suite 240\*Phoenix, Arizona 85007\* (602) 364-4930 Fax (602) 364-4931 • [www.azbtr.gov](http://www.azbtr.gov)

Dear Reference:

In order to complete the application process, please complete and return requested information on the applicant indicated. Your responses will be kept confidential. To assist you in making your determination and recommendation on the applicant's qualifications, this office has secured from the applicant, and maintains in his/her file, the following Authorization and Release, properly signed:

**AUTHORIZATION AND RELEASE**

**"I authorize any individual, company or institution with whom I have been associated to furnish the Arizona State Board of Technical Registration with any information concerning my qualifications for professional registration/certification in Arizona which they have on record or otherwise possess, and release the individual, company or institution and all individuals from all liability for any damage whatsoever incurred by me as a result of their furnishing such information."**

We request that you complete and return the enclosed form promptly so that the Board may act upon the application of this candidate. Thank you for your cooperation.

Sincerely,

Melissa Cornelius  
Executive Director



State of Arizona

# BOARD OF TECHNICAL REGISTRATION

1110 W. Washington • Suite 240 • Phoenix, Arizona 85007 • (602) 364-4930 • FAX: (602) 364-4931 • <https://btr.az.gov>

## CERTIFICATE OF EXPERIENCE RECORD AND REFERENCE

Engineers, Landscape Architects, and Land Surveyors

Applicant Name \_\_\_\_\_ Discipline \_\_\_\_\_

Branch (engineering candidates only) \_\_\_\_\_

### SECTION A

(to be completed by applicant)

Name, Address, and Telephone Number of Organization \_\_\_\_\_

Your Job Title \_\_\_\_\_

Supervisor/Reference Name and Job Title \_\_\_\_\_

If the name given above is other than an immediate supervisor, indicate below the professional relationship of the person you have chosen.

Co-Worker  Client  Other  Explain: \_\_\_\_\_

### DETAILED SUMMARY OF QUALIFYING EXPERIENCE

Note: The detailed summary should include a description of the work you performed on your projects when you were in responsible charge and a breakdown of the time spent on sub professional and professional duties.

Attach additional pages if needed to adequately detail your experience. (See R4-30-101.10)

Fulltime  Parttime  Employment Dates: From: mm/yy \_\_\_\_\_ To: mm/yy \_\_\_\_\_

Approximate Number of Hours Worked Weekly \_\_\_\_\_

Time Worked (in months)

Sub-professional \_\_\_\_\_ Professional \_\_\_\_\_ Responsible Charge \_\_\_\_\_ Design \_\_\_\_\_ Total Time \_\_\_\_\_

(Maximum 6 Months)

Work Description

I swear or affirm under penalty of law that the foregoing statements and supporting documentation are accurate, true and complete to the best of my knowledge. I understand that submitting a materially false statement in connection with an application may be grounds for denial of this application and/or referral for criminal prosecution.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name \_\_\_\_\_ Discipline Work \_\_\_\_\_

**SECTION B**

(to be completed by supervisor/reference)

TO SUPERVISORS: The Board will rely on your answers to the questions below in determining whether or not this applicant should be issued a certificate to practice as a professional in Arizona. Please recognize the importance of this information and give due care to your responses. Use additional pages, if required. This form must be mailed directly to the Board (not provided to the Applicant).

TO REFERENCES: Please evaluate the qualifications of this applicant in the light of professional requirements. Please understand that, while an examination may determine an applicant's technical ability to do the standard task, it does not determine honesty, integrity, dependability, resourcefulness, judgment, ability to take responsible charge and other qualities and traits of character necessary in a competent and ethical professional. These characteristics show up in practice and are known only to the applicant's acquaintances and associates. Thank you for your help.

Your Name \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Your job title at the time you supervised/knew the applicant \_\_\_\_\_

Have you personally supervised and examined the applicant's work? Yes  No

Does the information presented by the applicant accurately reflect his/her experience? Yes  No

(If "No" or "Don't Know," please explain on a separate sheet.) Don't Know

Give the last date you observed the applicant performing professional duties, either directly or indirectly.

Date \_\_\_\_\_ Directly  Indirectly

How long have you known this applicant? \_\_\_\_\_

Is this applicant related to you by blood or marriage? Yes  No

From your personal knowledge, your appraisal of the applicant would be:

Rating Factors	Excellent	Very Good	Adequate	Below Par	Poor	Don't Know
Quality of Work						
Technical Knowledge						
Professional Attitude						
Professional Judgment						
Character & Reputation						

REMARKS: \_\_\_\_\_

Do you believe the applicant is qualified for registration? Yes  No

(If you marked "No" or "Don't Know," please explain on a separate sheet.) Don't Know

Is this applicant's description of work performed on the first page of this form true or correct? Yes  No

(If you marked "No" or "Don't Know," please explain on a separate sheet.) Don't Know

I swear or affirm under penalty of law that the foregoing statements and supporting documentation are true and correct to the best of my knowledge. I understand that submitting a materially false statement in connection with an application for registration is grounds for disciplinary action.

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

Professional Registration \_\_\_\_\_ Registration # \_\_\_\_\_

Issue Date \_\_\_\_\_ State \_\_\_\_\_

**Place imprint of seal in the space to the right.**



210  
180 Days Total

