

Engineers and Geoscientists BC
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 Burnaby BC V5C 6N2
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CONFIDENTIAL REFERENCE FORM FOR PROFESSIONAL ENGINEERING APPLICATION

PLEASE TYPE OR PRINT CLEARLY.
 Prior to completing this form electronically, please download the file to your own computer.

Referee Name:	Applicant [Full Legal] Name:	
Referee Address:	Applicant Email:	Applicant ID Number:
	Discipline of Engineering that the applicant is applying for:	

Granting of professional membership or licensure is based upon references. Your name has been put forward by this applicant as a Referee to verify his or her experience. Please consider your assessment very carefully and include any information, positive and negative, that might influence the decision to grant professional registration.

In order to act as a Referee, you;

- must have first-hand knowledge of the applicant's work
- should be a Professional Engineer or Professional Geoscientist

REFEREE INFORMATION

Position		Professional Designation (P.Eng./P.Geo. etc)	
Employer		Discipline of Engineering/Geoscience	
Registration/Licence #		Jurisdiction of Registration	
Phone Number		Email Address	

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

This form must be accompanied by a chronological work experience summary, provided by the applicant.

A. YOUR PERSONAL KNOWLEDGE OF THE APPLICANT

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

Personally: _____ From (please provide dates) _____ to _____

Professionally: _____ From (please provide dates) _____ to _____

2. Good character connotes moral and ethical strength and includes integrity, candour, honesty and trustworthiness. Good character is generally held to comprise three elements:
- a. The ability to tell the difference between right and wrong;
 - b. The courage to do what's right, no matter the personal consequences; and
 - c. The ability to assess these issues, within the context of the practice of the profession, in the best interests of the public as a whole.

In your opinion, is the applicant's character:

- Acceptable Not acceptable (please elaborate below)

B. YOUR PROFESSIONAL KNOWLEDGE OF THE APPLICANT

(Please provide additional comments which may assist the Registration Committee in its decision.)

1. What is or was your professional relationship to the applicant? *(Please provide dates.)*

- Supervisor Client Colleague Other *(please describe)*

2. Have you reviewed and taken responsibility for the applicant's work:

- Yes No Not able to answer

3. In your opinion, are the applicant's English language skills related to the provision of engineering services at a level sufficient to protect the interest of the public in British Columbia?

Speaking Excellent Satisfactory Unsatisfactory

Writing Excellent Satisfactory Unsatisfactory

Listening Excellent Satisfactory Unsatisfactory

Reading Excellent Satisfactory Unsatisfactory

4. In your opinion, does the applicant apply engineering principles in a knowledgeable and accurate manner?

Yes No Not able to answer

5. In your opinion, does the applicant possess sound professional judgment?

Yes No Not able to answer

6. In your opinion, does the applicant have the ability to recognize and work within his/her limitations?

Yes No Not able to answer

7. In your opinion, does the applicant adhere to [The Code of Ethics](#)?

- Yes
 No
 Not able to answer

C. YOUR ASSESSMENT OF THE APPLICANT'S EXPERIENCE

1. The purpose of the registration process is to ascertain whether or not the applicant is ready to accept full professional responsibility for work performed and understands his/her limitations. Satisfactory experience involves the application of engineering principles and theory, showing progression by evidence of increasing complexity and responsibility. It is requested that you review the enclosed summary of experience provided by the applicant and comment on its validity. Referring to the document "[Satisfactory Engineering Experience](#)", please indicate any areas which, in your opinion, have not been adequately covered by the applicant's experience. Also, please emphasize any areas in which you judge the applicant to have gained outstanding experience. (Attach extra pages if necessary.)

- | | | |
|----------------------------|-------------------------------------|---|
| Application of Theory: | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Not acceptable |
| Practical Experience: | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Not acceptable |
| Management of Engineering: | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Not acceptable |
| Communication Skills: | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Not acceptable |
| Social Implications: | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Not acceptable |
| Sustainability: | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Not acceptable |

Comments:

2. You are asked to judge how much of the applicant's experience with which you are specifically familiar was:

Type of Experience	Duration (Number of years/months)	Dates	
		From (Month/Year)	To (Month/Year)
Training/Familiarization			
Engineering			
Non-Engineering			

3. In your judgment, has the applicant reached a “professional level” in his/her work? If your answer is “Yes”, you are indicating that the applicant can accept full professional responsibility, and has reached the level of professional maturity needed to judge when he/she is out of his/her area of competence.

Yes No Not able to answer

D. ADDITIONAL INFORMATION

1. If you have any additional information which will assist in our evaluation, please provide it below:

2. If, for any reason, you believe that registration or licensure of the applicant should be withheld at this time, please comment below:

I confirm that I have read the questions and answered them completely and truthfully based on my personal knowledge of the Applicant and his or her work. Where I unable to answer a question due to lack of personal knowledge, I have indicated that in my response.

Signature		Date	
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Please return this form and a copy of the applicant's work experience summary to Engineers and Geoscientists BC. Forms and work experience summaries can be returned by email, mail, or fax.

Email: register@egbc.ca
Mail: 200-4010 Regent Street, Burnaby BC V5C 6N2, Canada
Fax: 604-430-8085

Thank you for taking the time to complete this reference form. Your assistance is critical to the registration process and is greatly appreciated.