

## IMPORTANT INFORMATION REGARDING THE APPLICATION FOR APPROVAL TO SIT FOR THE NCEES FUNDAMENTALS OF LAND SURVEYING (FS) EXAMINATION (SIT CERTIFICATION)

**ALL** required application documents and the Board Application Fee **must be postmarked no later** than the **application deadline** that has been established by §37.16(c) of the Regulations of the Pennsylvania State Registration Board for Professional Engineer, Land Surveyors and Geologists ("*Board*").

The Application deadlines (as established by Regulation) are December 1st to be considered for the April exam and July 1st to be considered for the October exam; there are NO exceptions.

\*\* A postmark is defined as the official mark that the United States Postal Service uses to cancel your postage. Postage meter dates from businesses are not considered a postmark. Courier service packages must clearly indicate the date sent. \*\*

**The fee for the NCEES FS examination is a separate fee from the Board application fee.** You will pay this fee directly to the Professional Credential Services (PCS) when you send them the scheduling form for the examination.

***You will only receive a PCS examination scheduling form once you have received the Board's approval to sit for the FS Examination.***

The fee for the FS examination is **NOT** refundable or transferrable to another examination administration. You should **NOT** pay the fee for your examination **unless you have received an approval letter and your scheduling form from the Board.**

NCEES Registration Information: You will indicate your Pennsylvania exam site preference and afternoon module during NCEES registration. The NCEES registration usually opens after the Board's application deadline. **The NCEES registration deadline is different from the Board's Application deadline AND is different from the scheduling process with PCS.**

It is your responsibility to register with the NCEES online at [www.ncees.org](http://www.ncees.org) prior to the NCEES registration deadline, as posted on [www.ncees.org](http://www.ncees.org).

**The NCEES Registration deadline for the NCEES examinations is established, and *strictly enforced*, solely by the NCEES. There are NO EXCEPTIONS.**

**The Board has no statutory or regulatory authority to request or require the NCEES to waive or extend their registration/scheduling deadline FOR ANY REASON.**

PA STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS AND GEOLOGISTS

APPLICATION FOR APPROVAL TO SIT FOR THE NCEES FUNDAMENTALS OF LAND SURVEYING (FS) EXAMINATION (SIT CERTIFICATION)

DO NOT alter any of the information printed on this application

Application must be typed OR printed in black ink

Board Application Fee: \$25. Payment must be by check or money order made payable to Commonwealth of PA (U.S. Funds ONLY) and received with your application. Fees are non-transferable and non-refundable. NOTE: A \$20.00 processing fee will be assessed for any payment returned by your bank, regardless of the reason for non-payment.

LEGAL NAME: (This must be identical to the name on your government-issued ID that you will take to the exam.) Title (check one)

Mr. Mrs. Ms. Miss First: Middle:

Last: Suffix:

Maiden/Previous:

\*\*If any application documents will be sent in a prior name you MUST submit one of the following: a copy of your marriage certificate, a copy of a divorce decree that indicates the retaking of your maiden name or other legal court document supporting a legal name change. The documents must be postmarked by the application date. \*\*

CONTACT INFORMATION:

Mailing Address:

\_\_\_\_\_

City: State: Zip:

Social Security Number: Date of Birth:

Email Address: (By providing your E-mail address you agree to be contacted by PCS &/or the Board by E-Mail)

\_\_\_\_\_

PA STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND  
SURVEYORS AND GEOLOGISTS

9. QUALIFICATIONS: (Refer to the Engineer, Land Surveyor and Geologist Registration Law for specific qualification requirements. You may view the Board's law on-line at [www.dos.state.pa.us/eng](http://www.dos.state.pa.us/eng) by selecting the link for law)

You must indicate under which method you wish to be considered qualified for approval to sit for the Fundamentals of Surveying (FS) Examination.

**CHECK ONLY ONE – Do NOT alter ANY of the information below**

Currently enrolled as a Junior or Senior student in an ABET accredited *Baccalaureate degree* program in Civil Engineering: You must complete the education table below and have your College or University complete, seal and mail the "Report of Student Status" form directly to the Board office; **Report of Student Status forms issued to students in sealed envelopes are not accepted – NO Exceptions**

Graduated from a College or University with an ABET accredited *Baccalaureate degree* in *Civil Engineering* or *Surveying Technology*, including no less than 10 credit hours instruction in surveying (as approved by the Board): You must complete the education table below and have your College or University **mail** an official final transcript, documenting the conferral of your degree, **directly to the Board office; transcripts issued to students in sealed envelopes are not accepted– NO Exceptions**

Graduated from a College or University with an ABET accredited *Associates degree* in *Surveying Technology*: You must complete the education table below and have your College or University **mail** an official final transcript, documenting the conferral of your degree, **directly to the Board office; transcripts issued to students in sealed envelopes are not accepted– NO Exceptions**

**\*\*\* If you select ANY of the following methods for approval to sit for the examination, you should note that the examination date requested is NOT guaranteed; all of the following methods require additional Board review to determine your eligibility for approval \*\*\***

Graduated with a *Baccalaureate Degree in Civil Engineering* from a **Non-ABET accredited** foreign institution, including no less than 10 credit hours instruction in surveying (as determined by the Board): You must complete the table below and contact the NCEES to obtain a foreign education credential evaluation, which must be **transmitted directly to the Board**. *The NCEES credential evaluation is a MANDATORY requirement in order to be considered by education; if the credential evaluation determines that your degree is not substantially equivalent you will be required to apply by work experience in order to be considered for the exam)*

Land Surveying Work Experience (which began *AFTER* February 19, 1991) - Six or more years of progressive experience in surveying work and knowledge, skill and education deemed equivalent, in accordance with Board regulation to graduation from an approved curriculum inland surveying or civil engineering: You MUST fully complete the Amplified Record of Work Experience form to send to your licensed Professional Land Surveyor references. The Reference Information Forms must be attached to the appropriate pages from your Amplified Record and MUST be **received directly from each reference** and must also be postmarked by the application deadline. The forms **will NOT be accepted in a sealed envelope from the applicant**.

PA STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND  
SURVEYORS AND GEOLOGISTS

## EDUCATION INFORMATION:

DEGREE	UNIVERSITY/COLLEGE NAME	CAMPUS ADDRESS (CITY STATE)	MAJOR	CONFERRAL DATE
AS				
BS				
MS				
PhD				

**10. QUESTIONS:** The following questions must be answered.

If any of the answers are "YES" you must attach an 8 1/2" x 11" sheet of paper bearing your signature that provides the Board with a full explanation of the matter. You must also submit **certified** copies of any and all court documents pertaining to any legal matter, (documents shall include all charging documents, final disposition, documentation of all sentencing requirements, and proof of completion of any sentence imposed). Certified Documents **cannot be accepted electronically** (fax or E-mail). Acceptable documentation **MUST** be postmarked by December 1st for the April exam and July 1st for the October exam.

Additionally, you should note that any "Yes" response will require Board review to determine your eligibility and **the examination date requested is NOT guaranteed**; however, answering "Yes" to any of the following questions will not result in the automatic denial of your application.

A. Have you been convicted, found guilty or pleaded nolo contendere, or received probation without verdict or accelerated rehabilitative disposition (ARD) as to any felony or misdemeanor, including any drug law violations, or do you have any criminal charges pending and unresolved in any state or jurisdiction? You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court; however, it is your responsibility to ensure you have received proof from the court that the matter has been expunged.       **Yes**       **No**

B. Are there any felony or misdemeanor charges (other than for minor traffic offenses) now pending against you in Pennsylvania or any other state?       **Yes**       **No**

C. Have you ever been disciplined (e.g., revocation, suspension, fine, reprimand) by an occupational licensing or certification board or commission in Pennsylvania or any other state?       **Yes**       **No**

D. Have you ever withdrawn an application for a license, had an application for licensure denied or refused, or have you ever agreed not to reapply for a license, certification or registration in any state or jurisdiction?       **Yes**       **No**

PA STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS AND GEOLOGISTS

11. **I hereby subscribe to and agree to abide by the following Code of Ethics** in accordance with Section 4(g) of the Engineer, Land Surveyor and Geologist Registration Law:

It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any professional engineer, professional land surveyor or professional geologists:

- 1) To act for his client or employer in professional matters otherwise than as a faithful agent or trustee or to accept any remuneration other than his stated recompense for services rendered.
- 2) To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of anyone.
- 3) To attempt to supplant another engineer, land surveyor, or geologist after definite steps have been taken toward his employment.
- 4) To compete with another engineer, land surveyor or geologist for employment by the use of unethical practices.
- 5) To review the work of another engineer, land surveyor or geologist for the same client, except with the knowledge of such engineer, land surveyor or geologist, or unless the connection of such engineer, land surveyor or geologist with the work has terminated.
- 6) To attempt to obtain or render technical services or assistance without fair and just compensation commensurate with the services rendered; provided, however, the donation of such services to a civic, charitable, religious or eleemosynary organization shall not be deemed a violation.
- 7) To advertise in self-laudatory language, or in any other manner, derogatory to the dignity of the profession.
- 8) To attempt to practice in any field of engineering, land surveying or geology in which the registrant is not proficient.
- 9) To use or permit the use of his professional seal on work over which he was not in responsible charge.
- 10) To aid or abet any person in the practice of engineering, land surveying or geology not in accordance with the provision of this act or prior laws.

**Signature:** \_\_\_\_\_  
Your signature indicates affirmation of this code

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

PA STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS AND GEOLOGISTS

**12. AFFIDAVIT:** Applicant must *read the following paragraph* and sign below, attesting to the following:

I certify that the statements in this application are true and correct to the best of my knowledge, information and belief and that I am of good moral character.

**I verify that this form and its attachments are in the original format as supplied Professional Credential Services and *has not been altered or otherwise modified in any way.***

I understand that any false statement made is subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

I understand that it is my responsibility to provide all of the required information and documentation by the deadline. Failure to do so will make me ineligible for this examination.

I understand that every attempt will be made to seat me at the test site I have selected. I also understand that site selection cannot be guaranteed and that I will be admitted only to the test site for which I have been scheduled by Professional Credential Services.

I understand that fees are subject to change. I understand that the money that I have paid for the exam date I have selected on this form will not be transferred to future exam dates.

I agree that in the event my examination papers are lost, or if the examination is not held for any reason, any claim I may have will be limited to the examination fee paid by me.

I further understand that submission of this form acknowledges that I understand and agree to all provisions contained in this form.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

PA STATE REGISTRATION BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS AND GEOLOGISTS

13. SOCIAL SECURITY ACT CERTIFICATION (SIGNATURE MANDATORY):

This licensing board is obligated to inform each applicant or licensee from whom it requests a Social Security number on any application or form that disclosing such number is mandatory in order for this licensing board to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a).

In order to enforce domestic support orders, at the request of the Commonwealth's Department of Public Welfare (DPW), this licensing board must provide DPW information prescribed by DPW about the licensee, including the Social Security number.

In the event that this licensing Board takes disciplinary action against an applicant or licensee, this board may disclose their Social Security number if applicant or licensee voluntarily agrees to the disclosure of this information to the appropriate professional association.

This organization compiles information about individual applicants and licensees and transmits that information to other licensing boards in order to coordinate licensure and disciplinary activities between the individual states. If you do not voluntarily provide your Social Security number for this purpose, information about you will still be transmitted to this organization should this licensing board discipline you, but that information will not include your Social Security number.

I certify that I have read the above statement, understand the full intent and I do give this licensing board permission to report my Social Security number to the appropriate professional association or licensing board.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application/scheduling forms and/or supporting application documents are not accepted electronically (i.e. via Fax or E-mail).

Mail completed application, fee, and all supporting application documents, postmarked no later than the application deadline to:

MAILING ADDRESS:  
Engineer Board  
PO Box 2649  
Harrisburg, PA 17105

COURIER ADDRESS:  
(Delivery Confirmation, FED EX, UPS, Return Receipt, signature required etc...)  
Engineer Board  
1 Penn Center  
2601 N 3<sup>rd</sup> Street  
Harrisburg, PA 17110

**The Pennsylvania State Registration Board for Professional Engineers, Land  
Surveyors and Geologists  
PO Box 2649 Harrisburg, PA 17105**

# REPORT OF STUDENT STATUS

## Fundamentals of Land Surveying (FS) Examination

**Section 1: To be completed only by a Student currently enrolled in their Junior/Senior year of a Baccalaureate program. All information is mandatory.**

Once you have completed Section 1, provide the form to the Registrar's Office for completion. DO NOT complete Section 2 prior to providing the form to your Registrar

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

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

\_\_\_\_\_

City

State

Zip

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Section 2: To be completed by REGISTRAR - ALL information is MANDATORY**

Registrar: once you have fully completed, signed, and sealed this form, mail the original document directly to: **Engineer Board, PO Box 2649, Harrisburg PA 17105**. Forms ARE NOT accepted via email or fax. **Transcripts are not required**

This is to certify that \_\_\_\_\_  
(Name of student)

is a student at \_\_\_\_\_  
(Name of College or University)

\_\_\_\_\_

(Mailing Address, City, State)

and is currently enrolled in their (check one) \_\_\_\_\_ Junior (or) \_\_\_\_\_ Senior year in pursuit of a Baccalaureate degree in (Major) \_\_\_\_\_ .

This degree currently (check only one) \_\_\_\_\_ IS accredited, \_\_\_\_\_ IS NOT accredited (or) \_\_\_\_\_ IS PENDING accreditation by the Accreditation Board for Engineering and Technology (ABET).

Registrar's Name: \_\_\_\_\_  
Printed

Registrar's Signature: \_\_\_\_\_

School Seal- MANDATORY

**DO NOT Return to Student.** Must be received directly from the Registrar's office



**AMPLIFIED RECORD OF SURVEYING WORK EXPERIENCE - FS EXAM**

(Duplicate this blank page to provide sufficient extra pages to adequately document your experience. **ONLY information presented on this form will be considered.**)

Employment Number (1, 2, 3, etc.)	List <b>NAME &amp; ADDRESS</b> of Supervising Individual. (If licensed as a Professional Land Surveyor, indicate "PLS" after name.)	Dates of Surveying Employment (All time frames must be accounted for and include the <b>month and year</b> . Do NOT use "Present" as your end date.)		<p><b>PREPARATION INSTRUCTIONS – READ &amp; FOLLOW DIRECTIONS CAREFULLY</b></p> <ol style="list-style-type: none"> <li>Applicants applying for the FS examination under the current law must show <b>at least 6 years of PROGRESSIVE experience in surveying and knowledge, skill and education deemed equivalent, in accordance with Board regulations to graduation from an approved curriculum in land surveying or civil engineering.</b></li> <li>List employers in <u>chronological order</u> with the oldest employer shown as Number 1.</li> <li>Provide the name and address of each employer and the title of your position.</li> <li>For each employer describe in <u>detail</u> the work you performed and your specific role(s). Applicants with insufficient information will be requested to revise and resubmit the forms.</li> <li>Include a <b>Detailed Breakdown of Surveying Experience form</b> after the last page of the Amplified Record for <b>EACH Engagement.</b></li> <li><b>DO NOT LIST ANTICIPATED WORK EXPERIENCE</b> (The required amount of experience <b>MUST</b> have been completed <b>PRIOR</b> to the application deadline.)</li> <li><b>Each page</b> of the record <b>MUST</b> include your <b>PRINTED NAME and DATE</b> as well as all other requested information. <b>Your signature is required on the LAST page along with the totaled experience.</b></li> <li><b>List Work Experience section in the following format:</b> <ol style="list-style-type: none"> <li>Title of Position</li> <li>Name and Address of Employer</li> <li>Description of Work – Must be accurate, detailed, all-inclusive and indicate character of work and degree of responsibility.</li> </ol> </li> </ol>				# of Years & Months Areas of Experience Must equal length of time employed			
		From Mo/Yr	To Mo/Yr					In Design	In Other Surveying Work	Yrs	Mos
Supervisor's Name:	Supervisor's Address:			<p><b>LAND SURVEYING WORK EXPERIENCE DESCRIPTION: Work Experience <i>MUST</i> be listed in a yearly format <u>with no more than one year of experience per page</u>; however, you may use <u>more than one page for a single year of work experience</u>; there is no maximum number of pages allowed.</b></p>							
Print Name (EACH PAGE):		Signature (Last Page Of Each Engagement):		Date:		EXPERIENCE (TIME) GAINED WHILE EMPLOYED → (Total Experience on LAST PAGE ONLY)					

Once complete forward the applicable pages of the amplified record to the appropriate individuals providing a reference on your behalf.



Commonwealth Of Pennsylvania  
Department Of State  
Bureau of Professional and Occupational Affairs  
State Registration Board for Professional Engineers, Land Surveyors and Geologists  
P. O. Box 2649  
Harrisburg, PA 17105-2649

### **Amplified Record AND Detailed Breakdown of Surveying Work Experience Requirements**

To assist the Board with providing the most appropriate evaluation of your surveying work experience, you must submit an “Amplified Record of Work Experience” form (amplified record), which has been **completed in its entirety** (names, addresses, complete dates-not “to present” etc...).

The amplified record should clearly describe the progressive land surveying work that you personally performed; delineate your role in any group land surveying activity; provide an overall description of the nature of work you personally performed (including detailed descriptions of your use of the principles of land surveying) and specifically indicate how your land surveying skills and responsibilities have increased during your years of experience.

Your amplified record must demonstrate conclusively the six (6) or more years of progressive experience you have obtained in land surveying work, knowledge, and skill deemed equivalent, in accordance with Board regulation, to graduation from an approved curriculum in land surveying or civil engineering. For experience to be acceptable to the Board, an applicant shall show diversification of field and office experience with a minimum of 25% of the experience in each area.

Please note that *the only work experience considered during any application review* is the experience information provided on the amplified record form and the Detailed Breakdown of Surveying Experience forms. Additionally, please note that you should provide no more than **one year of work experience per page** of the amplified record; however, you may use as many pages as necessary to accurately describe each year of experience.

Once the Board office has received a complete amplified record of the progressive engineering work experience you have obtained, continued review of your application can be given.

### DETAILED BREAKDOWN OF SURVEYING EXPERIENCE

NOTE: If no experience in any area – indicate with a zero (0)

Applicant's Name		Dates of Employment	From MM/YY		To MM/YY		
Employer		Supervisor		Job Title			
	Supervisory		Party Chief		Instrument Person		Rodman / Chainperson
	Office	Field	Office	Field	Office	Field	Office
<b>Property Line Experience:</b>							
Boundary Surveys							
Courthouse Research							
Subdivision Design							
<b>Engineering Land Surveys:</b>							
Incidental design of related improvements, such as line & grade extension of roads, sewers & grading but not requiring independent engineering judgment							
The determination of the configuration or contour of the earth's surface, or the position of fixed objects on or related to by means of measuring lines & angles & applying the principles of mathematics, photogrammetry or other measurement methods							
Geodetic survey, underground survey & hydrographic survey							
Storm water management surveys & sedimentation & erosion control surveys							
Determination of the quantities of materials							
Tests for water percolation in soils							
Preparation of plans & specifications & estimates of proposed work & attendant costs							
<b>Total Months</b>							

## REFERENCE INFORMATION FORM CHECKLIST

## A. Applicant Check List:

1. Please review all Reference requirements in the Board's Regulations (§37.32 for Engineers, §37.37 for Geologists and §37.48 for Surveyors).

Applicants for the **PE exams, licensure**, or the **FE exam (based upon work experience)** must have at least 3 licensed Professional Engineers as references; however, **all work experience must be supported by a Reference Information Form submitted by the licensed professional engineer who supervised the work experience.**

Applicants for the **PS &/or PLS exams, licensure**, or the **FS exam (based upon work experience)** must have at least 3 licensed Professional Land Surveyors as references, the other 2 may be licensed professional engineers; however, **all work experience must be supported by a Reference Information Form submitted by the licensed professional land surveyor who supervised the work experience.**

Applicants for the **FG &/or PG exams or licensure** must provide references from **3 licensed Professional Geologists or unlicensed geologists who are qualified to evaluate the training and experience**; however, **all work experience** must be supported by a Reference Information Form submitted by the licensed professional geologist who supervised the work experience

Applicant MAY NOT be related to **any** reference. References MUST have *personal knowledge of your experience* and collectively be able to attest to the entire amount of required experience.

**Attach this checklist AND the corresponding pages of your original completed AMPLIFIED RECORD (signed on the last page of each engagement) to each Reference Form provided to your references.**

**Reference Information Forms submitted by the applicant with the application will be REJECTED.**

1. Fill in your name and address at the top of the Reference Information Form.
2. Write in what you are applying for i.e. FE, PE, FS, PS &/or PLS, FG &/or PG Exam(s), Type of licensure (if you have already passed ALL required exams).

## B. Reference Check List:

The applicant is required to furnish evidence of qualification for registration for the category checked below. You are asked to attest to the applicant's character, ability, reputation and professional skills and attainments. Be assured that the Board will hold all information strictly confidential.

1. Provide a response for all questions on the Reference Information Form. Forms without all questions answered (and explanations provided, as necessary) will be REJECTED.
2. Sign and date at the bottom of Page 2.
3. References without a professional license must attach a copy of their resume to this form before mailing.
4. \*\*\* **Return the original completed Reference Information Form AND the entire original Amplified Record of Work Experience form, in a sealed envelope bearing your signature across the seal, to the appropriate location (as noted below):**

**For FE/PE Exam Applicants**, mail directly to: PCS, PO Box 198728, Nashville TN 37219

**For all other applicants** (Geologists (FG, PG), Surveyor (FS, PS, PLS Exam) or Non-Examination Engineer), mail directly to Engineer Board, PO Box 2649, Harrisburg, PA 17105

The fully completed Reference Information Form AND Amplified Record of Work Experience form **MUST** be returned directly to the appropriate office from the reference, as noted in item 4 (above).

**DO NOT RETURN THE REFERENCE INFORMATION FORM OR THE AMPLIFIED RECORD OF WORK EXPERIENCE FORM TO THE APPLICANT**

# REFERENCE INFORMATION FORM

Applicant's Name:					Applying for:				
Address:			City:		State:		Zip:		
<b><u>ALL OF THE FOLLOWING MUST BE COMPLETED BY THE REFERENCE:</u></b>									
Must be typed or completed in <b>black ink</b> – If <b>ALL Information</b> is not provided, the form is not considered complete									
1. Name:		LAST			FIRST			MI	
2. Address:		Street							
		City			State			Zip	
3. Business Phone (8 AM - 5 PM):					-				Ext.:
4. E-Mail Address:									
5. What is your present business or profession:									
6. If in individual practice, please indicate nature of such practice.									
7. What is your area of expertise (discipline)?									
8. Are you a Licensed <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Geologist? <input type="checkbox"/> None					License #				
If "none", you must submit a detailed resume or curriculum vitae.					State:		Exp. Date		
9. How long have you known the applicant?			From		to		inclusive.		
			Do not use "present"						
10. Did/Do you provide direct supervision over the applicants work?			<input type="checkbox"/> Yes <input type="checkbox"/> No		If "No", provide a detailed explanation below (use a separate page if necessary):				
11. Did/Do you have review and approval authority over the applicants work?			<input type="checkbox"/> Yes <input type="checkbox"/> No		If "No", provide a detailed explanation below (use a separate page if necessary):				
12. Are you in any way related to applicant?			<input type="checkbox"/> Yes <input type="checkbox"/> No						
13. Do you know of anything reflecting adversely on the integrity, morals or general good character of the applicant?			<input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes", provide a detailed explanation below (use a separate page if necessary)				
14. Does the applicant read, write, and speak the English language intelligibly?			<input type="checkbox"/> Yes <input type="checkbox"/> No						

<b>15. Was the applicant assigned tasks and duties with increasing responsibility?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If <b>"No"</b> , provide a detailed explanation below (use a separate page if necessary):
<b>16. Is applicant's experience of a grade or character to allow applicant to assume sole responsible charge of the work involved in the practice of the profession?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If <b>"No"</b> , provide a detailed explanation below (use a separate page if necessary)
<b>17. Were the tasks and/or duties noted on the Amplified Record completed specifically by the applicant?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If <b>"No"</b> , provide a detailed explanation below (use a separate page if necessary):
<b>18. Do you recommend the applicant for certification or licensure?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If <b>"No"</b> , provide a detailed explanation below (use a separate page if necessary):
<b>19. Focusing on the applicant's ability to utilize the principles and practice of their profession, provide a description of what you think are the applicant's qualifications.</b> (use a separate page if necessary)	
<b>20. Does the applicant consistently demonstrate a professional attitude in his/her work?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If <b>"No"</b> , provide a detailed explanation (use a separate page if necessary):
<p style="text-align: center;">I _____ certify to the accuracy of the above statements  <small>Print your name</small></p> <p>Signature: _____ Date: _____</p>	