TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
INSTRUCTIONS FOR PREPARING THE SUPPLEMENTARY EXPERIENCE RECORD

TO THE APPLICANT:
The purpose of the Supplementary Experience Record (SER) is to explain in detail the engineering performed in the employment engagements you list on your application in Section 3, Experience. A SER must be provided for **ALL** engineering experience claimed. Descriptions of non-engineering engagements are not needed for your SER. The SER **MUST** be **TYPED IN BLACK** and must be written in the first person, narrative form, using complete sentences and active engineering type verbs.
In describing your experience, use specific tasks such as: I designed, I calculated, I analyzed, I recommended, etc. Avoid using vague terms such as: I was assigned to, I was responsible for, in charge of, participated in, etc.
In general, you should include in the description of your engineering experience the following:
(1) The general nature of your position in each engagement,
(2) The engineering work that you personally performed,
(3) The elements of engineering design and analysis,
(4) The identity of the projects by name, location, size, etc., and
(5) If you performed several projects which were similar in nature in an engagement, you may describe some typical projects in detail and then list similar ones by name, location, size, etc. identifying any unique differences.

AN EXAMPLE OF SUPPLEMENTARY EXPERIENCE RECORD IS PROVIDED AT THE BOTTOM OF THESE INSTRUCTIONS.

If an engagement (which means one term of employment with the same company) consists of numerous projects, it is not necessary to separate these by engagements. If you changed supervisors, or if you changed positions, etc., it is not necessary to list it as another engagement. Your detailed description of these changes should be noted in the SER. The purpose for this is to show progressive engineering experience of an increasing standard of quality and responsibility. (Refer to Board Rule 133.43 describing acceptable experience.)
The SER is **REQUIRED** and plays a very significant part in the Board's review of your application. It is your description of the engineering work that you have personally performed (Refer to Board Rule 133.43). If you are applying for original licensure you **MUST** submit a SER for each and every engagement that you claim under the engineering column of the application, from the date of receipt of your first engineering degree to the present. If you are a former Texas license holder whose license has been expired for two or more years, you **MUST** submit a SER for all employment engagements from the date the license expired, describing at least the last four years of engineering experience [Refer to Board Rule 133.23 (b)(4).
There is no prescribed length for your SER, but it should not exceed 12 pages. The description you provide should show a reviewer, who may not be familiar with your work, that you have achieved the necessary engineering experience to meet the requirements for licensure. The pages of your SER should be numbered consecutively. **EACH** and **EVERY** page of your SER **MUST** be signed and dated by you.
YOUR ORIGINAL SER IS FOR THE BOARD'S REVIEW AND MUST BE INCLUDED WITH YOUR APPLICATION. THE BOARD WILL NOT CONSIDER AN APPLICATION IF THE ORIGINAL SER IS NOT INCLUDED WITH THE APPLICATION. DO NOT SEND YOUR ORIGINAL SER TO YOUR PROFESSIONL ENGINEER (P.E.) REFERENCES. Send a copy of the applicable page or pages from your SER for each engagement to a P.E. reference who is to verify the experience that you have claimed for that engineering engagement. The reference writer will sign and date the SER copy(ies) in the lower left corner of the form and return the signed copy(ies) along with a completed reference statement in a **CONFIDENTIAL** envelope to you. (For further details, refer to Board Rule 133.53 and the instructions on the reverse side of the REFERENCE STATEMENT FORM.)

NOTE: Do **NOT** submit publications, blueprints, papers or other documents unless requested to do so by the Board. Such documents will have no effect on the final disposition of your application and the Board will not be responsible for returning them to you.

EXAMPLE

USE APPROPRIATE PAGE NUMBERS

SUPPLEMENTARY EXPERIENCE RECORD Page no. 1 of 9 pages

REFER TO THE REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTARY EXPERIENCE RECORD.

SAME NUMBER AS APPLICABLE SECTION OF APPLICATION

DESCRIPTION OF ENGINEERING PERFORMED:
(Use complete sentences written in first person.)

ENGAGEMENT NO. _____. FROM: _____ TO: _____ (dates)

NAME OF EMPLOYER AND LOCATION: ABC Engineering Company, Dallas, Texas

ENGINEERING SUPERVISOR'S NAME(S): Samuel J. Smythe, P.E.

GENERAL: WHEN, WHERE, AND WHAT

My first year and a half of experience entailed being a member of the engineering production staff designing Wal Mart Stores. **I performed analysis and design on** 29 Wal Mart Stores in 7 different states.

TYPE OR DESCRIPTION OF WORK

Each project included the design of foundation, walls, and roof and the interface of each. Occasionally special structures were included. Local codes were considered in each situation.

I designed the roof framing, which consisted of a joist/joist girder system supported by tube columns, the masonry walls, the foundation systems (spread footing or pier and grade beam). **I also designed** a two-way flat plate slab supported by timber piles for the Wal Mart in Philadelphia, PA.

TELL US IN DETAIL WHAT YOU PERSONALLY PERFORMED

One of the more challenging projects **I designed** is located in Hallandale, Florida. **I analyzed and designed** the 12" load bearing masonry walls for 100 mph wind forces under the South Florida Building Code. The lateral system involved 2 C-shaped cantilevered diaphragms separated by an expansion joint. **I calculated** the deck shears for the C-shaped diaphragm taking into account a rigid diaphragm analysis. Due to the high deck shears, **I determined** that zones of heavier gauge roof deck must be used along the perimeter of the shear walls. **I also calculated** the tension/compression chord forces of the cantilevered diaphragm **and sized** the chord angles. **I designed** the spread footing foundation system for gravity loads as well as the large uplift loads. **I concluded** that for an economical design, the footing must be placed 2.5 feet below the finished floor to take advantage of the dead load of the soil above the footing. This particular Wal Mart also had a wood framed canopy along the front of the building. **I designed** all the connections necessary (i.e., hurricane ties to hold the canopy down at the ledger and adhesive anchors to anchor the ledger to the masonry wall) to resist the wind uplift forces.

The projects, ranging in size from 90,000 to 120,000 square feet, were located in the following cities:

Aberdeen, MD	Albuquerque (E), NM	Hallandale, FL
Bedford Park, IL	Boca Rotan, FL	Coshocton, OH
Philadephia, PA		

YOU MAY LIST ADDITIONAL SIMILAR PROJECTS BY TITLE, SIZE, LOCATION, ETC. BELOW OR ON AN ADDITIONAL SHEET OF PAPER.

Samuel Smythe, P.E. 11-7-96
Reference's Signature Date

Your Name 11/1/96
Applicant's Signature Date