



Reference Form - SIT Application

Applicants please read and complete this box:

Applicant Name _____

You are to furnish a reference form and copy of the relevant sections of your application, when applicable, to each person listed in the experience section of your application. It is your responsibility to see that the reference forms are completed by the persons to whom they are delivered and that those persons return the reference forms to the board.

All reference forms are confidential and may not be viewed by the applicant after being completed. Reference forms must be sent directly from the reference to the board office in a manner prescribed by the board. It is the responsibility of the applicant to supply their reference with an addressed and stamped envelope if needed.

REFERENCE NAME : _____

Signature of Applicant

Date

Instruction for person of reference:

You are urged to furnish full and complete facts regarding the applicant, so the Board may evaluate the applicant's qualifications and experience. You are welcome to leave blank any questions not pertaining to your knowledge of, or experience with, the applicant. If the space provided is not adequate, you may attach additional exhibits. By statute, all statements made on this form are privileged and confidential. The information is not subject to discovery, subpoena, or other disclosure. Please return this completed form directly to the board office in a sealed envelope.

Your name _____

Land Surveying License # _____ State _____ Date of Registration _____

Your firm name _____

Your title _____ City/State _____

Applicant Name _____

Please answer the following questions to the best of your ability regarding the applicant:

1. How long have you known the applicant? (Month/Year) From _____ To _____
2. Are you related to the applicant by blood or marriage? Yes ____ No ____
If so, how? _____
3. Have you and the applicant worked together in professional surveying? Yes ____ No ____
4. What is, or was, your business/professional relationship with the applicant? _____
5. Has the applicant been under your supervision? Yes ____ No ____
6. **Is there a period of time in which you have personal knowledge of the applicant's surveying experience and capabilities and of their "responsible charge" time? Yes ____ No ____**

If your answer to question 6 is "yes", please answer the following questions:

- a. **What period of time? (Month/Year) From _____ To _____**
 - b. State your professional opinion of the applicant's percentage of "delegated responsible charge" time in professional surveying during said period of time ____%.
 - c. Do you agree with the applicant's characterization of the work performed? Yes ____ No ____
If not, explain _____
 - d. Do you agree with the applicant's characterization of the extent of responsibility?
Yes ____ No ____ If not, explain _____
7. Rate the applicant's technical ability: Poor
Poor ____ Below Average ____ Average ____ Above Average ____ Excellent ____
 8. Rate the applicant's ethics and reputation.
Poor ____ Below Average ____ Average ____ Above Average ____ Excellent ____
 9. Do you know of anything which would affect the applicant's suitability for certification as a SIT?
Yes ____ No ____ If yes, explain _____

 10. Do you personally recommend the applicant for certification? Yes ____ No ____
If not, explain _____

Please sign the following:

I attest, with my signature below, that all the information contain herein is factual.

Signature

Date