

# Character Reference Form

## Mississippi Board of Licensure for Professional Engineers & Surveyors

455 North Lamar Street, Suite 208, Jackson, MS 39202

Office: 601-359-6160 / Email: [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us)

### General information:

Applications for licensure must include five (5) character references. Three of the five must be currently licensed.

**All persons identified as a character reference must submit a completed character reference form, even if they are also providing a verification of experience form.**

The individual identified as the **applicant** on the attached character reference form has applied to the Mississippi Board of Licensure for Professional Engineers & Surveyors (Board) for licensure to practice PROFESSIONAL ENGINEERING in the State of Mississippi and has provided your name as a character reference. The information you provide on the form will aid in our review of the applicant's qualifications. All information provided, except for the amount of verified experience, will remain confidential within this Board.

### **The person providing a character referral is expected to know the following:**

This Board is required by law to obtain evidence of the good character and qualifications of applicants for licensure as engineers before licensure. **Statements by responsible persons with actual personal knowledge of the applicant's character and qualifications will be filed by the Board for consideration as evidence of such knowledge. The Board emphasizes that evidence submitted on this form should not be perfunctory or made for the mere purpose of aiding that applicant to be licensed. On the contrary, the execution of this statement by any person will be accepted by the Board as a deliberate act made with full knowledge of the responsibility toward the public interest involved.**

In giving your answers, consider that licensure of professional engineers by the State of Mississippi is based on the following definitions given in Chapter 13, Title 73, Code of Mississippi 1972:

**PROFESSIONAL ENGINEER** - a person who has met the qualifications as required under Section 73-13- 23(1) and who has been issued a license (i.e. certificate of registration) as a professional engineer.

**PRACTICE OF ENGINEERING** – In Mississippi this is defined in Chapter 13, Title 73, Code of Mississippi 1972 under Section 73-13-3 as:

"any service or creative work the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to such services or creative work as consultation, investigation, expert technical testimony, evaluation, planning, design, and design coordination of engineering works and systems, planning the use of land, air and water, performing engineering surveys and studies, and the review of construction for the purpose of monitoring compliance with drawings and specifications; any of which embraces such engineering services or work, either public or private, in connection with any utilities, water resources, structures, buildings, machines, equipment, processes, work systems, projects, communications systems, transportation systems, industrial or consumer products or equipment of control systems; or engineering services or work of a communications, mechanical, electrical, hydraulic, pneumatic, chemical, geotechnical (including geology and geohydrology incidental to the practice of engineering), geological, environmental, or thermal nature, insofar as they involve safeguarding life, health or property, and including such other professional services as may be necessary to the planning, progress and completion of any engineering services."

**Completed reference forms can be emailed to the agency at [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us), but must be received directly from the respondent. The seal of the respondent, where applicable, must be visible in the completed pdf form. Completed referral forms will not be accepted via email, if provided by the applicant. If submitting forms by regular mail, please ensure that you have the correct mailing address and sufficient postage for delivery.**

**Character Reference Form**  
**Mississippi Board of Licensure for Professional Engineers & Surveyors**

(Before completing this form, please read the accompanying information)

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\_\_\_\_\_  
**Applicant's name**

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

1. Are you a licensed Professional Engineer? \_\_\_\_\_ State: \_\_\_\_\_ No.: \_\_\_\_\_

2. I know this applicant:

**very well**  
☐

**well**  
☐

**slightly**  
☐

**not at all**  
☐

3. My contacts with the applicant were from:

\_\_\_\_\_ to \_\_\_\_\_  
Mo./Yr. Mo./Yr.

4. These contacts were:

☐ **As an employee**

☐ **As an associate in engineering work**

☐ **in professional society activities**

☐ **As a student in my classes**

☐ **in social or community activities**

☐ **Other** \_\_\_\_\_

5. What is your opinion of the applicant's personal integrity and character? \_\_\_\_\_  
\_\_\_\_\_

6. I have personal knowledge of the applicant's engineering work. ☐ **Yes**; ☐ **No**. The type of practice engaged in and quality of performance are indicated of the scale below:

| Type of Practice   | Above Average            | Average                  | Below Average            | Unsatisfactory           | I haven't sufficient knowledge |
|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
| Major Design       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Responsible Charge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |
| Subordinate Work   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |

7. I ☐ **would**; ☐ **would not** employ applicant on a project where his/her decisions would be final because  
\_\_\_\_\_

8. Considering the need to protect public health, safety and welfare, in my opinion this applicant would rank in professional competence and responsibility as shown:

**Qualified**  
☐

**Add'l Experience Needed**  
☐

**Unqualified**  
☐

**I do not have sufficient knowledge on which to base on answer.**  
☐

9. REMARKS: The Board will appreciate any additional or amplifying information regarding the applicant's engineering experience, capabilities, and limitations (if any):  
\_\_\_\_\_  
\_\_\_\_\_

10. Based on the definition given on the reverse side, I ☐ **do**; ☐ **do not** recommend the applicant for licensure as a Professional Engineer.

I certify that the above statements are correct to the best of my knowledge, not made for the purpose of aiding an unqualified applicant to become registered but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

**Affix PE Seal**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

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

**Signature** \_\_\_\_\_