

SECTION 3: TO BE COMPLETED BY APPLICANT.

A. Briefly describe your general engineering duties during your employment with the firm named in Section 1.

B. Describe, in separate paragraphs, the specific type of engineering work you performed while employed with the firm(s) named on this **RPE** form. Describe how each task complies with the "practice of engineering."

Were you supervised by a Licensed P.E.? YES NO

If you require more than one endorser for a single firm, use separate **RPE** Use **RPE** Continuation Sheets if you need additional space. **APPLICANT AND ENDORSER SHEET**. Indicate the number of RPE Continuation Sheets (Form 2A) for this endorser.

Engineering Task and Duties:

Total experience in years and months:		

C. Describe briefly your level of responsibility or authority for the work described above. Explain any changes in your title resulting from promotions or other job changes during this period of employment.

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Section 4 ENDORSER'S AFFIDAVIT (Also complete Section 2 on Page 1)

I have read the Applicant's Report of Professional Experience, I hereby certify that I am knowledgeable about, and qualified to attest to, the applicant's work and engineering ability and that the work experience described by the applicant and the TIME PERIOD claimed therefore are generally true and accurate.

Endorser's Signature	Date	SEAL
Endorser's License No. _____	State _____	

INSTRUCTIONS FOR COMPLETING THE RPE FORM

In the upper right hand corner, write the number that corresponds with the numbers you entered on the endorser list that you completed on the List of Endorsers Form. Assign the other **RPE** forms to those people who will provide subsequent endorsements.

SECTION 1 – Enter your complete name, telephone numbers(s) and social security number. Name the firm/organization and endorser from whom you will obtain your work experience report. Please use separate **RPE** Form for each endorser even if they work for the same company. If your work for the same company was interrupted with other employment experiences, use a separate **RPE** Form for each of those employments, even if they are to be endorsed by the same person.

SECTION 2 – TO BE COMPLETED BY ENDORSER

SECTION 3 – Complete Parts **A**, **B** and **C** of this section.

Part **A**, should be a concise description of your engineering duties and include your position title. Additional narrative may be attached for Part A or B.

Part **B**, should contain a more detailed description of your specific engineering work. If you require more space, use the **RPE Continuation Sheet**. Be sure to enter the appropriate endorser number in the box at the top right hand corner of the RPE Continuation Sheet.

In your description of your work experience, be specific about your contributions to engineering projects which you were assigned. Avoid terms such as “participate in”, “involved with”, or similar generalities. (See “**REQUIREMENTS FOR DOCUMENTATION OF WORK EXPERIENCE**” below.)

Acceptable work experience for examination or licensure is determined, in part, by the extent to which the general characteristics of that work conform with the definition of “practice engineering” as set forth in Business Occupations and Professions Article, Section 14-101(e).

Divide the experience into segments. For each segment, provide a detailed description of your activities.

At the bottom of **Engineering Work Experience**, total the years and months claimed for that endorser. If necessary, indicate the number of RPE Continuation Sheets used in the fields provided. A zero “0” indicates no Continuation Sheets. Part **C** should briefly describe your level of responsibility, promotion or job changes during the period documented in Part **B**.

If you were NOT supervised by a professional engineer, you must include **evidence** of engineering experience with

SECTION 4 – AFFIDAVIT TO BE COMPLETED BY ENDORSER

EVIDENCE OF ENGINEERING EXPERIENCE

1. **All Applicant Shall Endeavor to Obtain Appropriate Endorsement for Each RPE Form.**
However, if you are unable to obtain an endorsement, include copies of any documents(s) which might serve as evidence of your employment, such as a letter of appointment, a letter of termination, an evaluation of your personal work, or pay stub. Such documentation must bear identification of the employer on the original. Send such documents together with an **RPE** form and a letter describing your specific effort to obtain appropriate endorsements directly to the Board.
2. If you have not had direct supervision by a licensed professional engineer in your engineering work during an engagement, you are required to obtain certification from your employer that you performed the work you described on the **RPE** form and also submit documentary evidence of your experience. The evidence selected should be representative of the engineering work performed during each engagement. If your experience was with a single employer, the evidence submitted should be typical of various work assignments during the time period covered by your application and should demonstrate the principles and practice of engineering.
3. Education and engineering experience were obtained outside of the United States. You will need to submit sample of work such as calculations, graphs, sketches, reports, investigations, etc, that demonstrate the principles and practice of engineering. These should be attached to the **RPE** form that fully detailed your work experience. General statements written by employers about your experience are not a substitute for actual documentary evidence.
Degrees earned from a non-US college or university. If you are applying under Sub-section 14-305(d), you are required to complete the Engineering Curriculum Checklist. Some college credits may be granted toward your work experience requirement, if a college degree evaluation determines that it meets the requirements of an "engineering curriculum" as defined in COMAR 09.23.05. If you hold an M.S. or PhD. from a college or university approved by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology (EAC-ABET), an evaluation of your foreign undergrad degree and completion of the Curriculum Checklist Form is not required.
To find out if your college/university has been approved, visit www.abet.org .
4. Engineering work experience obtained during military service. Provide a detailed written description of the work you performed. To supplement it, you may also create unclassified examples of the type of engineering work performed during each engagement. For example, if you were involved in the design of a piping system for a nuclear submarine, a theoretical design for a similar system, using different flow quantities and different pressure and temperature requirements, could be substituted.
5. If your engineering work during an engagement was performed under the direct supervision of a licensed professional engineer and both you and the P.E were employed by the same engineering firm, the Board will accept a certification by the supervising P.E as evidence that you performed the work you described on the **RPE** Form, and that this experience conformed to the requirements of the State statute and regulations concerning the practice of engineering. With such certification, you do not have to submit documentary evidence, such as work or calculation sheets, reports, studies, investigations, etc., with your application.

FOR DOCUMENTATION OF WORK EXPERIENCE

Acceptable work experience for examination or licensure is determined, in part, by the extent to which the general characteristics of that work conform with the definition of "practice engineering" as set forth in Business Occupations and Professions Article, Section 14-101(e).

1. "Practice engineering" means to provide any service or creative work the performance of which requires education, training, and experience in the application of:

- (i) special knowledge of the mathematical, physical, and engineering sciences; and
- (ii) the principles and methods of engineering analysis and design.

2. In regard to a building or other structure, machine, equipment, process, works, system, project, or public or private utility, "practice engineering" includes:

- (i) consultation;
- (ii) design;
- (iii) evaluation;
- (iv) inspection of construction to ensure compliance with specifications and drawings;
- (v) investigation;
- (vi) planning; and
- (vii) design coordination.

The following characteristics of engineering must be included in either your written narrative or by being clearly displayed in the documentary evidence you submit.

1. The mathematics and specific principles of physical science and engineering used
2. A description of the technical problems encountered, the method of investigation, and procedures used in design and economic analyses;
3. the specific aspects of the project for which you were responsible, if it was a team project;
4. Your exact status with respect to supervision and technical authority, by description or reference to an
5. Copies of selected work sheets you prepared (e.g. show calculations for the development of design data).
6. A signature or initials on each calculation work sheet so that the engineering work can be traced directly to you.

All documents submitted must include your name, the number of the endorser on the **RPE** Form, along with dates which indicate the approximate time period the experience was completed.

Applicants must acquire necessary experience by the date of this application – **NOT** the intended test date.

DO NOT RETURN TO THE APPLICANT:

MAIL FORM TO: dloplproengineerexam-labor@maryland.gov

Or mail to:

Maryland Board for Professional Engineers, 100 South Charles St. Tower 1, Baltimore, MD 21201