

INSTRUCTIONS FOR COMPLETING EXPERIENCE RECORD FORMS

ALL TIME SINCE GRADUATION WITH BS DEGREE MUST BE DOCUMENTED ON AN EXPERIENCE RECORD FORM. You must include military, illness, unemployment or time spent completing an additional college degree, etc., **on an Experience Record form.** Time gaps will result in an incomplete application. The chart below is an example of the 8 column Experience Record form. The instructions below indicate how to complete the information in each of the columns.

1st column: Record number (start with first employment – end with current employment)

2nd column: Start date & end date for this record. The ending date for your current employer should be the same month & year as the application date. Dates must be reflected in “mm/yyyy” format. “Current” and/or “present” are not acceptable timeframes.

3rd column:

a. Position title

b. Company name

c. Detailed description of experience (*see paragraph below*)*. Indicate character, magnitude & complexity of your work, your duties & degree of responsibility. When describing experience, refer to [Chapter 15](#), specifically Rules 1515, 1517 and 1519. Inadequate descriptions will delay the review process. [Click here](#) for additional information regarding the description of your experience.

d. Name, title and present address of the supervisor or person most familiar with this engagement.

4th through 8th columns: List amount of time for this experience record in years & months, in the appropriate category.

*Applicant must comply with LAPELS [Rule §1527 Supervision by Licensed Professional](#):

A. Engineering. Experience should be gained under the supervision of a professional engineer holding a valid license to engage in the practice of engineering issued to him/her by proper authority of a state, territory, or possession of the United States, or the District of Columbia, or, if not, an explanation shall be made showing why the experience should be considered acceptable.

(You may add an explanation to the Experience Record form or include a separate note.)

6. EXPERIENCE RECORD EXAMPLE

Name (Last, First): *Doe, John*

1	01/1999 04/2013	a. Position title b. Company Name c. Description of experience	Times of each employment category (years and months)				
			(4)	(5)	(6)	(7)	(8)
(1)	(2)	(3)	Non-engineering employment	Engineering experience subsequent to BS degree & prior to FE Examination	Engineering experience subsequent to FE Exam and prior to PE licensure	Engineering experience subsequent to PE licensure	Academic Engagement
		d. Supervisor name, title & current address					

Begin listing your experience on the forms following this page, starting with your first employment. Use the TAB key to move between shaded fields. [Click here](#) for additional pages, if necessary. *Remember, you must document all time subsequent to your graduation: military, illness, unemployment or time spent completing an additional college degree, etc.* Once you have completed all of your experience, tally the time for each category in the box on the last page. **These totals must be completed and correspond with all time on your experience records.**

NAME

EXPERIENCE RECORD

	-	<div>a.</div> <div>b.</div> <div>c.</div> <div>d.</div>	Times of each employment category (years and months)					
			Non-engineering employment	y m	Engineering experience subsequent to BS degree & prior to FE Examination	y m	Engineering experience subsequent to FE Exam and prior to PE licensure	y m

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EXPERIENCE RECORD

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