To assist you in determining the applicant's qualifications, the following information is provided concerning qualifying experience for structural engineering applicants:

- The term "responsible charge" means the process of exercising control and direction of professional engineering work, and making engineering decisions which can only be made by a professional engineer. Responsible charge directly relates to the span or degree of control over projects that a professional engineer is required to maintain.

  The span of control necessary to be "in responsible charge" is such that the engineer:
  1. personally makes engineering decisions concerning a project, including consideration of alternatives, or reviews and approves proposed decisions prior to their implementation, whenever such decisions affect the health, safety, or welfare of the public; and
  2. judges the qualifications of technical specialists and the validity and applicability of their recommendations before such recommendations are incorporated into the work.

When making critical engineering decisions, the engineer must be physically present or be available by telephone or other communication devices within a reasonable period of time. The engineer must be a licensed civil engineer in the state where
the work experience took place in order for that engagement to qualify as “responsible charge.”

• Qualifying experience consists of professional level employment “in responsible charge” of major projects. It does not include overtime, trainee, or orientation programs, any work done before initial licensure as a civil engineer, or work done on exempt structures as defined in Section 6737.1 of the Business and Professions Code.

• Qualifying experience consists of structural design experience in:

  (1) use of three of the four common construction materials – Steel, Concrete, Wood and Masonry
  (2) determination of lateral forces – seismic or wind
  (3) selection of framing systems
  (4) selection of foundation systems
  (5) application of code requirements
  (6) multi-story buildings or equivalent multi-level structures

Checking of structural engineering plans and calculations is also considered qualifying experience provided that the work is performed under the immediate supervision of, and certified to, by licensed structural engineer.

ONCE YOU HAVE COMPLETED AND SIGNED THIS REFERENCE FORM IT BECOMES A CONFIDENTIAL DOCUMENT AND IT MAY NOT BE REVIEWED BY THE APPLICANT UNDER ANY CIRCUMSTANCES, EXCEPT AS PART OF A LEGAL PROCEEDING.