

Work Project Statement  
For use with PE Exam Application  
Iowa Engineering and Land Surveying Examining Board

Directions:

- Use the tab key or your computer mouse to move from item to item.
- You may complete the form online. There is a 2000 character limit for questions 9, 10, 11 & 12. The form will accommodate as much text as your answers require.
- When complete, print, sign and return this form with your application.

**The most common reason project statements are rejected is because they do not comply with the requirements of Iowa Administrative Code 193C 4.1(4). Please read carefully to ensure your project statement meets the requirements.**

**4.1(4)** Work project description. An applicant for initial licensure as a professional engineer must include with the application a work project statement describing a significant project on which the applicant worked closely during the previous 12 months. The board will review all work project statements and will only approve those that include all of the components listed below in paragraphs “a” through “d” and meet the criteria listed in paragraph “e.”

- a. The statement shall describe the applicant’s degree of responsibility for the project.
- b. The statement shall identify the project’s owner and its location.
- c. The statement shall include the name of the supervisor in charge of the project and, if the supervisor is a professional engineer, the license number of the supervisor.
- d. The statement shall be signed and dated.
- e. Criteria the board shall use in evaluating the acceptability of the project as qualifying experience for the applicant shall include, but not be limited to, the following:
  - (1) The degree to which the project and the experience described have progressed from assignments typical of initial assignments to those more nearly expected of a licensed professional;
  - (2) The scope and quality of the professional tutelage experienced by the applicant;
  - (3) The technical decisions required of the applicant in the project; and
  - (4) The professional decisions required of the applicant.

The board reserves the right to contact the employer and the person providing tutelage on the project for information about the project experience presented to the applicant.

1. Your name: \_\_\_\_\_

2. Project description:

3. Date project completed (must be within the last 12 months): \_\_\_\_\_

4. Project Owner: \_\_\_\_\_

5. Project Location: \_\_\_\_\_

6. Supervisor in Charge: \_\_\_\_\_

7. Lic. # of Supervisor (if a licensed engineer): \_\_\_\_\_

8. How often did you meet with your supervisor on this project? \_\_\_\_\_

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9. What technical decisions did you make on this project? What was your supervisor's feedback on these decisions?

10. What professional decisions did you make on this project? What was your supervisor's feedback on these decisions?

11. What did you learn and how did you benefit from the mentoring/tutelage provided by the project supervisor?

12. Please use this space to describe how your degree of responsibility and your experience have progressed from assignments typical of initial assignments to those more nearly expected of a licensed professional.

13. Does your work project statement comply with *all* the requirements of 4.1(4)? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(please print, sign and return with application)**