



**West Virginia State Board of Registration
for Professional Engineers**

304-558-3554 Phone
304-558-6232 Fax
800-324-6170 Toll Free
www.wvpebd.org

February 29, 2016
Via Electronic Mail

WV State Board of Registration for Professional Engineers COA Questionnaire

As the Engineer in Responsible Charge (EIRC) of your engineering firm, your assistance is required by the West Virginia State Board of Registration for Professional Engineers in obtaining the information below. Please check the option that best describes your firm in each table below.

Total Number of Employees associated with your COA.

NOTE: This must include every employee on your payroll for the main office as well as all branch locations with the same COA.

<input type="checkbox"/>	1 Employee
<input type="checkbox"/>	2-25 Employees
<input type="checkbox"/>	25+ Employees

Total Number of Professional Engineers (PEs) associated with your COA.

NOTE: This must include every registered professional engineer from any jurisdiction, not just WV PEs.

<input type="checkbox"/>	1 Professional Engineer
<input type="checkbox"/>	2 or 3 Professional Engineers
<input type="checkbox"/>	4 or more Professional Engineers

Simply print this form, check the appropriate description in both tables, sign, date, and return this form to our Board Office at the address below **no later than March 7, 2016**. A signed form may also be scanned and sent via email to tiffany@wvpebd.org. Please feel free to contact our office and speak with Tiffany if any questions.

<i>I understand that I am providing this official response on behalf of the named firm and have done so to the best of my knowledge. I further understand my response constitutes "information to the Board" and that misinformation to the Board is grounds for disciplinary action.</i>	
Name of Firm	WV COA Number
Name of Authorized Representative (please print)	Title
Signature	Date

Sincerely,


Lesley L. Rosier-Tabor, P.E.
Executive Director