

# REQUEST FOR VERIFICATION OF EMPLOYMENT



## **AFE Certified Plant Engineer Program**

Applicant's  
Address:

To:

Date:

Dear \_\_\_\_\_:

I am applying to the Association for Facilities Engineering to become a Certified Plant Engineer (CPE). I authorize the release of the requested information enclosed which verifies my employment and duties from the period \_\_\_\_\_ to \_\_\_\_\_.

Please furnish the requested information as completely as possible, detach the data page and return to the Association for Facilities Engineering.

The receipt of replies will be reported by AFE, but under no circumstances will the information be divulged to me, or used for any purpose except to validate my application for Certified Plant Engineer.

\_\_\_\_\_  
*(Applicant's Signature)*

**AFE** Association for  
**FACILITIES**  
**ENGINEERING®**

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Herndon, VA 20170  
Phone: (571) 203-7171 Fax: (571) 766-2142  
E-Mail: certification@afe.org

# CPE: Certified Plant Engineer Program

The AFE Certification Program has been created to foster the stated objectives of identifying and recognizing plant engineering as a specific discipline within the engineering field. The following information outlines the program and is intended as a guide to those applying for certification.

## OBJECTIVES

- To provide a standard of professional competence in the plant engineering/facilities management field.
- To identify and recognize those individuals who, by passing an examination and/or fulfilling requirements of experience, responsibility and conduct, meet that standard of professional competence.
- To encourage plant engineers/facility managers in a continuing program of professional development.
- To stimulate and provide a standard for the development of educational curricula and degree programs for plant engineers/facility managers.
- To enhance the status of plant engineering/facilities management as a unique discipline and profession by demonstrating that a realistic standard of professional competence can be clearly defined.

## DEFINITION

Plant engineering/facilities management embraces the installation, operation, maintenance, modification, modernization and protection of physical facilities and equipment used to produce a product or provide a service. It requires the special competency to assume liaison or control responsibility for coordinating multidisciplinary engineering activities such as contractual engineering services, facility design, equipment selection and procurement and construction.

## Functional Description

Plant engineering/facilities management requires such education and experience as is necessary to assume responsible charge of various engineering activities within a manufacturing, commercial, institutional and governmental facility, including, but not limited to the following:

- Planning, development and execution of maintenance programs and procedures for optimum economic benefit from physical facilities and equipment.
- Selection, installation, operation, maintenance, modification and modernization of all plant utilities including electric power, gas, water, fuel, waste removal systems and communications.
- Planning, selection, installation, operation, maintenance, modification and modernization of environmental protection and resource recovery systems.
- Selection, installation, maintenance, modification and modernization of equipment and techniques required to provide a comfortable, safe and healthy working environment.
- Participation in the selection of plant sites and real estate, and the maintenance, modification and modernization of buildings and grounds.
- Provision of administrative services, program coordination, long-range planning and budgeting and control of operating and capital expenditures in support of plant engineering.
- Selection, installation, maintenance, modification and modernization of machinery and equipment that is an integral part of the physical plant and is necessary to support the production or service process being performed, including material handling equipment, process heating and cooling systems, illumination and compressed air systems.

## BODY OF KNOWLEDGE

The practice of plant engineering/facilities management requires a breadth of specialized knowledge that encompasses several engineering technologies as well as business economics and management. However, the subject matter involved does not vary greatly from one physical facility to another whether the facility is industrial, governmental or institutional. To be specific, plant engineering/facilities management at a professional level requires an understanding of, and proficiency in, the following subject areas (*asterisks indicate optional subjects that may not apply in every job situation; all other subjects are considered to be of universal applicability*):

### Electrical Systems

Circuit Planning  
In-plant Power Distribution  
Illumination  
Protective Devices  
Instrumentation and Control  
Electrical Machinery  
Codes and Standards  
\*Communications and Alarms  
\*Uninterruptible Power Supplies

### Mechanical Systems

HVAC  
Pumps, Compressors, Prime Movers  
Piping and Plumbing  
Power Transmission  
Power Plants  
Material Handling and Storage  
Fire Protection  
Instrumentation and Controls  
Codes and Standards  
\*Heat Exchangers  
\*Refrigeration

### Economics

Industrial Equipment Selection  
Estimating  
Budgeting  
Energy Management

### Administrative and Supervision

Organization and Manpower Planning  
Personnel Development  
Business Law  
Labor Relations  
Project Administration and Management  
\*Safety and Security

### Environmental Management

Noise Control  
Air Quality Control  
Water Quality Control  
Solid Waste Handling  
Hazardous Materials Control  
Codes and Standards  
\*Resource Recovery

### Civil and Structural

Materials Specification  
Structural Design and Analysis  
Building and Safety Codes  
\*Site Selection and Preparation  
\*Architectural Practices  
\*Clean Rooms

### Maintenance

Preparation and Interpretation of Drawings and Specifications  
Lubrication  
Maintenance Programs  
Maintenance Supplies and Stores  
Buildings and Grounds  
Housekeeping  
\*Machine Shop Practice  
\*Tools and Welding

**To Be Completed By Applicant**

Applicant's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**LETTER OF EMPLOYMENT VERIFICATION**

**To Be Completed By Employer**

The following information verifies the employment and duties of the above applicant for AFE's Certified Plant Engineer Program:

**Employer**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Employment Period**

The above named applicant was ( has been) employed by our company from \_\_\_\_\_ to \_\_\_\_\_. He / she has held the following positions:

Title: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Title: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Title: \_\_\_\_\_ Dates: \_\_\_\_\_

**Job Function**

Please describe in full the responsibilities of the applicant and identify those positions which were (are) classified as: (Attach descriptions if necessary to answer fully.)

Plant Engineering/ Facilities Management Experience*	Management Level Plant Engineering/ Facilities Management Experience**

To your knowledge, has action ever been taken against the applicant because of violations of the standards of professional practice, or to her rules and regulations of your firm?  Yes  No

If yes, please explain: \_\_\_\_\_

\* Plant Engineering/Facilities Management Experience is defined as: experience gained by functioning on a day-to-day basis in engineering; maintenance/operations; and management of industrial, commercial and institutional facilities wherein the individual makes decisions related to the technical aspects of his or her discipline.

\*\* Management Level Plant Engineering/Facilities Management Experience is defined as: experience which involves responsibility for supervisory activities, developing and implementing budgets, making personnel decisions, approving designs and purchases and managing the facilities operations.

# EMPLOYMENT EXPERIENCE

## Representing the Body of Knowledge of Plant Engineering/Facilities Management

The following data is to be completed as verification of specific experience in the position stated on the reverse side as related to the practice of plant engineering/facilities management. Please check the box for each item which you are best able to verify specific experience.

	Yes	No	N/A		Yes	No	N/A
<b>ELECTRICAL SYSTEMS</b>				<b>ADMINISTRATIVE/SUPERVISION</b>			
Circuit Planning.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organization/Manpower Planning.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-plant Power Distribution.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personnel Development.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illumination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business Law.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective devices.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Labor Relations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instrumentation and Control.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Administration/Management.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Machinery.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Safety and Security.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Codes and Standards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
*Communications and Alarms.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ENVIRONMENTAL MANAGEMENT</b>			
*Uninterruptible Power Supplies.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise Control.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Air Quality Control.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MECHANICAL SYSTEMS</b>				Water Quality Control.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HVAC.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solid Waste Handling.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pumps, Compressors, Prime.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Materials Control.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Movers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Codes and Standards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Piping and Plumbing.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Resource Recovery.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Transmission.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Power Plants.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CIVIL AND STRUCTURAL</b>			
Material Handling and Storage.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Materials Specification.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural Design and Analysis.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instrumentation and Controls.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building and Safety Codes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Codes and Standards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Site Selection and Preparation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Heat Exchangers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Architectural Practices.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Refrigeration.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Clean Rooms.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MAINTENANCE</b>				<b>ECONOMICS</b>			
Preparation and Interpretation of Drawings and Specifications.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Industrial Equipment Selection.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lubrication.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimating.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Programs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Budgeting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Supplies and Stores.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Management.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buildings and Grounds.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Housekeeping.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(Asterisks indicate optional subjects that may not apply in every job situation)</i>			
*Machine Shop Practice.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
*Tools and Welding.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

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**Affidavit**      To the best of my knowledge and our employment records, I hereby attest that the above information is true and correct.

Name of person supplying information: \_\_\_\_\_  
(Please print or type)

Official Title of Respondent: \_\_\_\_\_

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

Return to: AFE Certification Board  
12801 Worldgate Drive, Suite 500  
Herndon, VA 20170