



BOARD OF ARCHITECTURE • ENGINEERING
LAND SURVEYING • LANDSCAPE ARCHITECTURE
GEOSCIENCE • INTERIOR DESIGN

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EXPERIENCE REFERENCE FORM CID APPLICATION

Please read the INSTRUCTIONS page before completing.

1: General Information and Signatures

APPLICANT: COMPLETE THIS SECTION

Applicant Name <u>Patterson</u> <u>Example</u> <small>(Legal first name - no nicknames) (Last)</small>	Postmark Date: <u>12/17/2018</u> <small>(MM/DD/YYYY)</small> Provide a date prior to the application deadline by which you want the supervisor to return this form to the Board.
Applicant Title <u>Interior Designer</u> <small>(Job title at employer listed below)</small>	
Supervisor Name <u>Chris Jefe</u>	
Employer/Company Name <u>B & J Interior Design</u>	
Employment Dates: <u>01/01/2017</u> to <u>05/01/2018</u> <small>(MM/DD/YYYY) (MM/DD/YYYY)</small>	
Employment Type: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time - If part time, indicate hours per week: <u>30</u>	
APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO SUPERVISOR. I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference with respect to my experience and employment. I authorize the release of information, favorable or otherwise, directly to the Board.	
<u>Patterson Example</u> Applicant Signature	<u>10/15/2018</u> Date

SUPERVISOR: COMPLETE THIS SECTION

The Board requests your cooperation in making its evaluation of the qualifications of the applicant thorough. All information secured is for the use of the Board. In keeping with the [Minnesota Government Data Practices Act](#), the information you provide will be private until the applicant becomes certified, at which time it will be classified as public information.

Please return this signed and completed (both pages 1 and 2) form to the Board by the postmark date indicated in the box above.

The applicant:

- Worked under my direct supervision: Yes No
- Performed work in the following area(s):

<input checked="" type="checkbox"/> Space Planning	<input checked="" type="checkbox"/> Building Code Research and Analysis
<input checked="" type="checkbox"/> Programming	<input type="checkbox"/> Preparation of Construction Documents
<input checked="" type="checkbox"/> Schematic Design and Design Development	<input checked="" type="checkbox"/> Bidding/Negotiating Procedures
<input checked="" type="checkbox"/> Cost Estimating	<input checked="" type="checkbox"/> Specification of Building Materials and Finishes
<input checked="" type="checkbox"/> Construction Administration	<input checked="" type="checkbox"/> Specification of Furnishings, Fixtures, and Equipment
- Provided correct employment dates/hours above: Yes No

If no, provide correct dates/hours: _____

NOTE: To be qualified to sign off on the applicant's experience, you as supervisor must be at least one of the following. Please select:

Certified Interior Designer* Architect* NCIDQ Certificate Holder* Interior Designer (if the experience is prior to 6/1/2013)

Chris Jefe 11/3/18 10123 MN
Supervisor Signature Date *License/Certificate # and Issuing State

2: Description of Work/Projects/Responsibilities

Applicant Name: Patterson Example
 Supervisor Name: Chris Jefe

APPLICANT: Use this section to document qualifying experience in the practice of interior design for public spaces as defined in MN Rule 1800.2100 Subp. 2B and 2C. Complete all information for each assignment or engagement **specific to this supervisor**. The description of work must accurately reflect the character of the work, the degree of responsibility, the location of the work and the client. Include project dates (mo/year). Mark the type of experience for each description at right (select all types that apply). Attach additional sheets as needed.

SUPERVISOR: Initial next to every description you can substantiate in the box on the column at right.

APPLICANT: Work experience details: client, project s.f., location, dates, your role, degree of responsibility, skills demonstrated.	APPLICANT: Mark type of experience.*										SUPERVISOR: Initial below.	
	1	2	3	4	5	6	7	8	9	10		
Sky Blue Water Casino, Hermantown, MN - 84,000 SF New Construction Casino Hotel 1/17-5/17 * Developed interior finish cost/sf for review w/client & design team * Estimated total F, F, & E costs for project * Selection & specification of furnishings that met Class A flammability & durability requirements for commercial spaces.						✓		✓				CF
Mercy Medical Center, St. Paul, WI - Addition of 100,000 SF wing 4/17-9/17 * Developed interior layout space plan including common areas and special use rooms.				✓								CF
Big Systems, Claremont, WI - 180,000 SF New Construction Office Building Interior Designer 5/17-12/17 * Develop concepts and renderings for common areas, restrooms, conferencing, offices, and support spaces. * Cost estimation and selection/specs of interior finish materials. * Execution of construction docs and admin.				✓	✓	✓	✓	✓	✓	✓		CF
Hillview East and West Buildings Hillview, MN - 20,000 SF Floor Remodel 11/17 - 2/18 * Planned and drafted space allocations of several groups on the floor. * Remodeled office, workstation, and conferencing layouts. * Developed overall project schedule with suppliers and vendors	✓		✓	✓	✓	✓	✓	✓				CF
HQ Medical Center, Fields, MN - 100,000 SF Remodel 12/17 - 5/18 * Acted as project manger and lead designer * Gathered programming needs and provided overall design for building finishes and FFE. * Gathered and compared bids from suppliers. * Created and managed project schedule and budget	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		CF

*** Key to Experience Type Codes**

- 1 = Space Planning
- 2 = Building Code Research and Analysis
- 3 = Programming
- 4 = Schematic Design and Design Development

- 5 = Preparation of Construction Documents
- 6 = Cost Estimating
- 7 = Specification of Building Materials and Finishes

- 8 = Specification of Furnishings, Fixtures, and Equipment
- 9 = Bidding/Negotiating Procedures
- 10 = Construction Administration