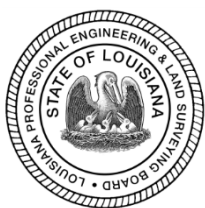


If the requested information below is incomplete and/or fee(s) mailed separately, your renewal WILL BE RETURNED.



**Louisiana Professional Engineering
and Land Surveying Board**
9643 Brookline Avenue, Suite 121
Baton Rouge, LA 70809
Tax ID 72-6001723
Phone: (225) 925-6291
www.lapels.com

Office use only: Check # _____

Amount \$ _____

LICENSE RENEWAL INVOICE

Professional Engineers and Professional Land Surveyors

Part II – License & Contact Information:

Invoice Date: August 1, 2019

Renewal Deadline: **September 30, 2019**

Biennial Period: **10/01/2019 - 09/30/2021**

License Type: _____ License #: _____

Date of Birth: _____

Email Address: _____

Phone 1: _____ Ext. _____

Phone 2: _____ Ext. _____

Part I – Name & Mailing Address:

Renewal invoice and payment **MUST** be postmarked by **September 30, 2019** to avoid a late fee

Part III – Status Indicator: **I am currently in RETIRED status or wish to change to RETIRED status.**

I wish to renew my license status as:

Part IV – Supervising Professional:

- _____ a supervising professional of a Louisiana licensed firm.
- If yes, please enter the firm name and firm license number:

Part V – Violations:

- _____ been (a) subject to disciplinary action by the licensing authority in another jurisdiction, or (b) convicted, or entered a plea of guilty or nolo contendere of any crime (other than traffic violations) since my last renewal.
- If yes, list the jurisdiction(s) in which you were disciplined, or convicted or entered a plea of guilty or nolo contendere, and provide details. Include additional pages if necessary.

Part VI – Journal & Privacy Option:

- Please send me the *Louisiana Engineer & Land Surveyor Journal* via:
- Do you want your email address(es) and telephone number(s), which you have provided to us, to be kept private and not made available to vendors requesting rosters for distribution of engineering/land surveying CPD information or to other third parties?
Yes, keep private **No, share when requested**

Part VII – Certification and Signature:

I certify that all information provided on this renewal invoice is true and correct to the best of my knowledge, information and belief. I am aware that an omission or untrue response may constitute fraud, deceit, material misrepresentation, perjury or the giving of false or forged evidence under Louisiana Revised Statutes 37:698 and 37:700.

I have read the Rules for Professional Engineers and Land Surveyors (LAC Title 46, Part LXI), and I agree to conduct my professional affairs in accordance with these rules.

Electronic Signature
(type your name)

Date

LAPELS does not issue pocket cards or certificates after renewals, please visit our website and click on "[Licensee/Intern Search](#)" to review and print your current license/certificate information.

If the requested information below is incomplete and/or fee(s) mailed separately, your renewal WILL BE RETURNED.

Complete the invoice and enclosed credit card authorization form (credit card form not required for Retired Waiver Granted) and submit using one of the following options:

- 1) Upload using the Document Upload Portal:
<https://renewals.lapels.com/Activities/Listing.aspx?ID=310> (login required)
- 2) Email to LaTasha Andrews at latasha@lapels.com
- 3) Make check or money order payable to LAPELS (**US funds only**) and mail to address at top of invoice.

****Chapter 31. Continuing Professional Development (CPD) Requirements for Professional Engineers and Land Surveyors:**

Note: The Board does not pre-approve courses for CPD credit; it is the licensee's responsibility to ensure that activities meet the professional development requirements and that they are beneficial to the licensee.

CPD forms and instructions are available upon request or may be downloaded from the LAPELS website at <http://www.lapels.com/CPD.htm>

§3105. Requirements:

A. *Professional Engineers:* In each calendar year, January 1st – December 31st, professional engineers must earn a total of 15 PDHs in engineering related activities which must include 1 PDH in professional ethics. Professional engineers who design buildings and/or building systems in Louisiana must earn 4 PDHs in Life Safety Code, building codes and/or Americans with Disabilities Act Accessibility Guidelines.

B. *Professional Land Surveyors:* In each calendar year, January 1st – December 31st, professional land surveyors must earn a total of 8 PDHs in land surveying related activities, which must include 1 PDH in professional ethics and 1 PDH in the standards of practice for boundary surveys in Louisiana.

C. *Dual licensees:* In each calendar year, January 1st – December 31st, individuals who are licensed as both a professional engineer and professional land surveyor must earn a total of 15 PDHs. At least 5 of these PDHs must be earned for each profession, 1 PDH must be in professional ethics, and 1 PDH must be in the standards of practice for boundary surveys in Louisiana. Dual licensees who design buildings and/or building systems in Louisiana must earn 4 PDHs in Life Safety Code, building codes and/or Americans with Disabilities Act Accessibility Guidelines.

D. *Excess PDHs:* Licensees who exceed the annual CPD requirement may use a maximum of 7 PDHs as carryover toward the CPD requirements for the following calendar year.

E. *Calendar Day Limit:* No more than 8 PDHs can be earned in a calendar day.

Complete the enclosed credit card authorization form and email to LaTasha Andrews at latasha@lapels.com ; or make check or money order payable to LAPELS (**US funds only**).

License Type	*Status (Every status requires a completed renewal invoice)	Renewal Fee (per license) (if received on or before deadline)	Renewal Fee (per license) (if received after deadline)
PE/PLS	Active	\$120	\$180
PE/PLS	Inactive	\$120	\$180
PE/PLS	Retired	\$60	\$90
PE/PLS	*Retired Waiver Granted	*No Fee	*No Fee
PE/PLS	*Expired	*No Fee	*No Fee

If the requested information below is incomplete and/or fee(s) mailed separately, your renewal WILL BE RETURNED.

License Status Definitions

Your ability to provide and/or offer to provide professional services in Louisiana and the amount of biennial licensure renewal fees depends on the status of your license.

Status	Description
Active	Individual has complied with all the licensure and licensure renewal requirements (including CPD) of the Board and may offer and/or provide professional services in Louisiana.
Inactive	Individual has chosen not to offer and/or provide professional services in Louisiana and has indicated that fact on his/her licensure renewal. Individual can represent himself/herself to the public as a <i>P.E. Inactive</i> , or a <i>P.L.S. Inactive</i> , but cannot otherwise offer and/or provide professional services in Louisiana. CPD requirements do not apply.
Retired	Individual has chosen not to offer and/or provide professional services in Louisiana and has indicated that fact on his/her licensure renewal. Individual must be at least 70 years of age or have been a licensee of the Board for at least 35 years. Unless individual is granted a waiver by the Board, the renewal fee is one-half of the current renewal fee for the active status. Individual can represent himself/herself to the public as a <i>P.E. Retired</i> , or a <i>P.L.S. Retired</i> , but cannot otherwise offer and/or provide professional services in Louisiana. CPD requirements do not apply.
*Retired Waiver Granted *status requires a completed renewal invoice <u>every</u> biennial cycle in order to maintain this status	<p>Individual is qualified for the retired status and has been granted a waiver of the renewal fee by the Board. An individual qualified for the retired status may be granted a waiver of the renewal fee if <i>all</i> criteria below are met:</p> <ul style="list-style-type: none"> • individual is at least 70 years of age; • individual has been a licensee of the Board for at least 35 years continuously; • individual has never been subject to disciplinary action in any jurisdiction; • individual has never committed any of the offenses described in La. R.S. 37:698(A)(3), (4) or (5); <i>and</i> • individual is of good character and reputation. <p>Individual can represent himself/herself to the public as a <i>P.E. Retired</i>, or a <i>P.L.S. Retired</i>, but cannot otherwise offer and/or provide professional services in Louisiana. CPD requirements do not apply.</p>
*Expired *status requires a completed renewal invoice or letter to notify LAPELS of expiration	Individual has failed to properly renew licensure with the Board and may no longer offer and/or provide professional services in Louisiana. To reinstate his/her license, the individual must submit to the Board an <i>Application to Reinstate Expired Professional License</i> .



Credit Card Authorization Form

PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN TO US
All information will remain confidential.

Cardholder Name: _____

Name on Application: _____
(if different from credit card holder)

Billing Address: _____

Phone Number: _____ Email: _____

Credit Card Type: Visa MasterCard Discover American Express

Credit Card Number: _____

Expiration Date: _____ (MM/YY)

Card Identification Number (last 3 digits on the back of the credit card): _____

Amount to Charge (USD): \$ _____

I authorize LAPELS to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder: Print Name, Sign and Date below

Electronic Signature:
(type your name)

Print Name: _____

Date: _____

OFFICE USE ONLY

Application Type _____

Confirmation Number _____