

**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](http://www.lapels.com)

**Office use only:** Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_

**LICENSE RENEWAL INVOICE**  
**Professional Engineers**

**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: **PE** 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 wish to renew my license status as:

**Part IV - CPD Requirements:** **\*\*See note and requirements on Page 2 for Chapter 31 Continuing Professional Development (CPD) Board Rules for PDH\*\***

1. I **have** met the CPD requirements for Active status for calendar years 2017 and 2018, and understand that if I am selected for an audit I will be required to provide my Professional Development Hour (PDH) Activity Log and all supporting documentation to validate completion of all CPD requirements. I further understand that failure to comply with such requirements or any false statements made by me could be cause for disciplinary action.

2. How many CPD hours did you earn in: 2017 \_\_\_\_\_ 2018 \_\_\_\_\_

3. \*I have **not** met the CPD requirements for Active status for calendar years 2017 and 2018.

3a. Reason: \_\_\_\_\_

\***ONLY** Out of the Country, Active Military, or Medical Reasons require documentation to be sent in **with** the renewal invoice\*

**Part V – Life Safety Code:**

1. \_\_\_\_\_ designed buildings and/or building systems in Louisiana since my last renewal.

2. \_\_\_\_\_ have a minimum of four (4) PDHs in *Life Safety Code*, building codes and/or Americans with Disabilities Act Accessibility Guidelines in both 2017 and 2018.

**Part VI – Supervising Professional:**

1. \_\_\_\_\_ a supervising professional of a Louisiana licensed firm.

2. **If yes**, please enter the firm name and firm license number: \_\_\_\_\_

3. **If no**, initial to the attestation below:

I certify I am not the supervising professional of a firm, but I understand if any professional services are rendered on behalf of a firm, the firm must also be licensed, as referenced in rule 2301 B: *A firm must be licensed with the board before it may provide or offer to provide professional services in Louisiana.*

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**Part VII – Violations:**

1. 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.
2. 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 VIII – Journal & Privacy Option:**

1. Please send me the *Louisiana Engineer & Land Surveyor Journal* via:
2. 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 IX – 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.**

**Complete the invoice and enclosed credit card authorization form 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](mailto:latasha@lapels.com)
- 3) Make check or money order payable to LAPELS (**US funds only**) and mail to address at top of invoice.

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**\*\*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 1<sup>st</sup> – December 31<sup>st</sup>, 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 1<sup>st</sup> – December 31<sup>st</sup>, 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 1<sup>st</sup> – December 31<sup>st</sup>, 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](mailto:latasha@lapels.com) ; or make check or money order payable to LAPELS (**US funds only**).

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

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### 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
<b>Active</b>	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.
<b>Inactive</b>	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.
<b>Retired</b>	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 <i>or</i> 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.
<b>*Retired Waiver Granted</b>  *status requires a completed renewal invoice <i>every</i> biennial renewal 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"> <li>• individual is at least 70 years of age;</li> <li>• individual has been a licensee of the Board for at least 35 years continuously;</li> <li>• individual has never been subject to disciplinary action in any jurisdiction;</li> <li>• individual has never committed any of the offenses described in La. R.S. 37:698(A)(3), (4) or (5); <i>and</i></li> <li>• individual is of good character and reputation.</li> </ul> <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>
<b>*Expired</b>  *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 \_\_\_\_\_