



**Louisiana Professional Engineering  
and Land Surveying Board**  
8550 United Plaza Boulevard, Suite 903  
Baton Rouge, LA 70809  
Tax ID 72-6001723  
Phone: (225) 925-6291  
[www.lapels.com](http://www.lapels.com)

**LICENSE RENEWAL INVOICE**  
**Professional Engineers and Professional Land Surveyors**  
**(RETIRED WAIVER GRANTED)**

**Part I – Name & Mailing Address:**

**Part II – License & Contact Information:**

Invoice Date: February 3, 2025

Renewal Deadline: **March 31, 2025**

Biennial Period: **04/01/2025 - 03/31/2027**

License Type: License #:

Date of Birth:

Email Address:

Phone 1: Ext.

Phone 2: Ext.

**Part III – Status Indicator: I am currently in **RETIRED WAIVER GRANTED** status, wish to change to **RETIRED WAIVER GRANTED** status, or wish to **EXPIRE** my license.**

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

**Part IV – Supervising Professional:**

1. \_\_\_\_\_ a supervising professional of a Louisiana licensed firm.
2. If yes, please enter the firm name and firm license number:

**Part V – Violations:**

- |     |    |  |
|-----|----|--|
| Yes | No | Within the past 36 months, have you been convicted of any crime, or entered a plea of guilty or nolo contendere to any criminal charge, an element of which is fraud or which arises out of the practice of engineering or land surveying?   |
| Yes | No | Within the past 36 months, have you been convicted of any civil or criminal violation of, or entered a plea of guilty or nolo contendere to any criminal charge under, the Louisiana Campaign Finance Disclosure Act or any other campaign finance and/or practices laws of the State of Louisiana, the United States, or any state, territory or district of the United States? |
| Yes | No | Within the past 36 months, has the licensing authority of another state, territory or district of the United States refused to (a) issue to you a license, permit or certificate to practice engineering or land surveying or (b) renew your license, permit or certificate to practice engineering or land surveying?   |
| Yes | No | Within the past 36 months, has the licensing authority of another state, territory or district of the United States which has issued to you a license, permit or certificate to practice engineering or land surveying (a) revoked or suspended such license, permit or certificate or (b) taken any other disciplinary or enforcement action against you?                       |

If the answer to any of these questions is "Yes", provide the date(s) and pertinent facts of the case(s) or proceeding(s) including the final disposition (even if the information was previously provided to the Board). Attach additional pages if necessary.

**Part VI – 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 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.**

**There is no fee for "Retired Waiver Granted" status. Submit this document using one of the following options. :**

- 1) Email to Kelly McAdams [kelly@lapels.com](mailto:kelly@lapels.com)
- 2) Mail to address at top of invoice.

**License Status Definitions**

<b>Status</b>	<b>Description</b>
<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>  <i>*status requires a completed renewal invoice every biennial cycle in order to maintain this status</i>	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: <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>  <i>*status requires a completed renewal invoice or letter to notify LAPELS of expiration</i>	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> .