



Louisiana Professional Engineering and Land Surveying Board

Application to add an Additional Exam Discipline for Licensure as a Professional Engineer by Examination

INSTRUCTIONS

You are applying to take an additional Principles and Practice exam discipline to add to your existing Licensure with LAPELS.

IMPORTANT: *If your only degree is an Engineering Technology degree, you are **NOT** eligible for PE licensure in Louisiana, and you should not submit an application. This is a state law which neither the Board staff nor Board members may waive. We do not issue refunds for application fees.*

Additional information for the application process:

You must be duly licensed as a Professional Engineering with LAPELS.

Once you have passed the Principles and Practice of Engineering examination the additional discipline will be add to your existing credential.

NOTE: Applications are subject to revision and modification at any time. In order to ensure timely processing, please verify that you are submitting the most current version of our application form ([see www.LAPELS.com](http://www.LAPELS.com)).

- **Read all of the instructions before you begin.**
- Applications must be typed (hand written applications are not acceptable)
- Exam applications & all supporting documents must be received by the LAPELS application deadline.
- Complete all required sections of the application; incomplete applications will not be processed.
- After you have completed the application, please mail it to LAPELS, 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809. Make check or money order payable to LAPELS.

Section 1 – Personal Information

- Open the appropriate application and complete all fields, entering your full legal name and social security number.

Louisiana Revised Statute 37:23 requires that every application by an individual for a professional license, permit or certificate shall require the applicant's social security number. Disclosure of your social security number is mandatory for this purpose and for purposes of establishing, modifying or enforcing family and child support obligations and locating an individual who is under an obligation to pay family or child support under La. R.S. 46:236.1.1, et seq. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure, permit or certificate application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and

examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation. Such disclosure is for identification purposes only. Your social security number will not be released for any other purpose not provided by law.

- Enter dates using this format: MM/DD/YYYY
- Do not leave any section blank. State 'N/A' where applicable
- Provide a phone number and email address where you can be reached during the day.

Section 2 – Education – indicate **ALL** colleges/universities attended where a degree was conferred or is in progress.

Section 3 - Violations – if you answer yes to any of these questions, you must submit a detailed description for each violation. Use extra pages if necessary.

Section 4- Acknowledgement – sign and date

It is your responsibility to submit a complete and accurate application, which includes the required/non-refundable application fee of \$50 (check or money order only). Upon receipt of your application, the Board applications staff will process your paperwork and communicate with you concerning any missing or incomplete documentation. Processing time for a **complete** application is 6-8 weeks.

A letter will be mailed to you from LAPELS informing you of approval or disapproval.