



LOUISIANA PROFESSIONAL ENGINEERING AND LAND SURVEYING BOARD

Firm Licensure Application Process

1. Create a LOLA Profile

- Begin by creating a profile in the [LOLA system](#), which is required to complete the application process.

2. Register with the Louisiana Secretary of State (SOS)

- Register your business with the [Louisiana Secretary of State GeauxBIZ](#).
- If the firm name includes "engineering," "land surveying," or any derivative of those terms, complete and submit a [Firm Application Waiver Request](#).
- Once the waiver request has been processed, a waiver letter will be issued by email for use in completing the SOS registration.

3. Designate a Registered Agent (For Out-of-State Agencies only)

- If the firm is based outside of Louisiana, designate a registered agent as required to complete the Louisiana registration process.

4. Obtain SOS Registration Documents

- Once registered with the SOS, obtain applicable registration documents, including the Certificate of Authority or Detailed Report.

5. Apply for Firm Licensure with LAPELS

- Log in to your LOLA profile and begin the firm licensure application.
- Upload the Certificate of Authority or Detailed Report received through the SOS as part of the application.

6. Assign a Supervising Professional (SP)

- Assign a Louisiana-licensed PE for an engineering firm or a Louisiana-licensed PLS for a land surveying firm as the Supervising Professional.
- The individual designated as the SP must complete the Supervising Professional Attestation Form. The form will be sent to the personal email address associated with the individual's LOLA profile after the assignment is made.
- The SP must also provide proof of passing the applicable quizzes within the last two years:
 - Engineering Firm SP: Louisiana Professionalism & Ethics Quiz and Louisiana Laws & Rules Quiz.
 - Land Surveying Firm SP: Louisiana Standards of Practice Quiz, Louisiana Professionalism & Ethics Quiz, and Louisiana Laws & Rules Quiz.

7. Submit Application and Pay the Fee

- Once all required information and documentation have been provided, pay the \$185 application fee and submit the application to LAPELS for processing.