

**Renewal invoices *MUST* be typed. LAPELS does not accept handwritten documents.  
If the requested information is incomplete or unanswered, your renewal **WILL NOT** be processed.**

Office use only: Check # \_\_\_\_\_  
Amount: \$ \_\_\_\_\_



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

**LICENSE RENEWAL INVOICE**  
*(for Professional Engineering Firms and  
Professional Land Surveying Firms)*

**Renewal Deadline:** March 31, 2012  
**Invoice Date:** February 3, 2012  
**License Type:**  
**License Number:**  
**Taxpayer Identification Number:**  
**Firm Name and Preferred Mailing Address:**

**Name of Contact Person:**  
**Email Address of Contact Person:**  
**Telephone Number of Contact Person:**  
**Fax Number:**  
**Website Address:**

**Part I – Status Indicator:**

**1. The firm wishes to renew its license status as** *(must choose one):*

*(See reverse side of this invoice for firm license status definitions) \*\**

***\*Make check payable to LAPELS\****

**Fee Schedule**

***Late fees apply to renewal invoices and payments received after March 31, 2012***

Status	Amount
Active	\$90 if received <u>before</u> March 31 <sup>st</sup>
Expired	No fee

**2. Is the firm in “Good Standing” with the Louisiana Secretary of State?**

**Part II – Violations:**

**1. Since its last renewal, has the firm 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?**

**2. If yes, list the jurisdiction(s) in which the firm was disciplined, or convicted or entered a plea of guilty or nolo contendere, and provide details.**

**Part III – Supervising Professional(s):**

Please complete the information requested below identifying the firm’s supervising professional(s).

The following individuals are designated as supervising professionals and each hereby certifies that they have read and understand the Rules of the Board (LAC 46:LXI). Furthermore, they acknowledge their responsibility to inform the Board in writing within 30 days of a change of employment. (See reverse side of this invoice for an extract of the Board’s rule on supervising professionals)

**IMPORTANT:**

List **ALL** supervising professionals associated with the firm. Include additional pages if necessary. **ALL** supervising professionals **MUST** have a Louisiana professional engineer and/or professional land surveyor license in **ACTIVE** status.

Print Name of Supervising Professional	Date	License Number	Signature
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**Part IV – 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 the firm agrees to conduct its professional affairs in accordance with these rules.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Firm License Status Definitions:**

A firm’s 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 its license.

Status	Description
Active	Firm has complied with all the licensure and licensure renewal requirements of the Board and may offer and/or provide professional services in Louisiana.
Expired	Firm has failed to properly renew licensure with the Board and may no longer offer and/or provide professional services in Louisiana. To reinstate its license, the firm must submit to the Board an <i>Application to Reinstate Expired Firm License</i> .

**Extract from the Louisiana Administrative Code 46:LXI.2305 (Rules of the Board):**

The full text of the Licensure Law and the Rules of the Board are available by request to the Board office or from the Board’s website at [www.lapels.com](http://www.lapels.com)

**§2305. Supervising Professional**

A.1. In the case of firms providing or offering to provide professional services in the state of Louisiana, all such professional services shall be executed under the responsible charge of one or more licensed professionals, and designated by the firm as supervising professionals. Such licensed professionals shall be active employees of the firm:

- a. whose primary employment is with the firm on a full-time basis; or
- b. whose secondary employment is with the firm, provided the firm is totally owned by one or more of the supervising professionals whose license is used to qualify the firm for licensure.

2. When the work consists of plans, designs, specifications, reports or maps, such licensed professional shall affix his/her seal, signature and date to them, as required by law. The appearance of a seal on a document of any type shall constitute a representation that such document was prepared by the licensed professional or under his/her responsible charge.

B. Nothing in these rules shall be construed to give a professional engineer the power to practice professional land surveying, unless that professional engineer is licensed as a professional land surveyor.

C. Nothing in these rules shall be construed to give a professional land surveyor the power to practice professional engineering, unless that professional land surveyor is licensed as a professional engineer.

D. It is the intent of these rules to guarantee that all professional services provided by a licensed firm are performed under the responsible charge of or by a licensed professional. To this end, the board may also require a licensed firm to identify those licensed professionals who will be providing professional services. In addition, the board may require the individual licensees identified by the licensed firm as the supervising professionals to acknowledge this responsibility, and assume the responsibility of informing the board in the event of a change of employment. No licensed professional shall be designated as a supervising professional by more than one firm, except in the case of secondary employment by a firm which is totally owned by one or more of the supervising professionals whose license is used to qualify the firm for licensure. A failure to comply with any of the provisions of this rule may subject both the licensed firm and the licensed professional to disciplinary action by the board.

E Compliance with the above rules will not be met by a contractual relationship between the firm and a licensed professional or a firm of licensed professionals in which such licensed professional or firm of licensed professionals is available on a consultative basis. Nor will it be considered compliance if a licensed professional is related to the firm solely in a nominal or inactive capacity.

Status*	Renewal Fee ( <i>per license</i> ) (if received <u>on or before March 31, 2012</u> )	Renewal Fee ( <i>per license</i> ) (if received <u>after March 31, 2012</u> )
PE/PLS-Active	\$90	\$135
PE/PLS-Inactive	\$90	\$135
PE/PLS-Retired	\$30	\$45
PE/PLS-Expired	No Fee	No Fee
EF/VF-Firm	\$90	\$135
EI/LSI - Intern	\$30	\$30
CPD Sponsor/Provider	\$100	\$100