Louisiana Professional Engineering and Land Surveying Board

Application for Licensure as a Professional Engineer by Comity

INSTRUCTIONS

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).*

- **Read all of the instructions before you begin**.
- You must include your NCEES ID Number; you can apply for an ID Number at http://ncees.org/
- Applications must be typed (hand written applications are not acceptable)
- 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.

In addition to the Application as a Professional Engineer by Comity, please also submit the following which you will find under "Supporting Document Forms for Applications":

- Personal Reference Forms
- Verification of Experience Forms
- Laws and Rules Quiz answer sheet. ***To be included with the application. Do not email or send separately.***
- Professionalism & Ethics Quiz answer sheet. ***To be included with the application. Do not email or send separately.***
- Transcript Request Form (*send to university OR request EScripts addressed to transcripts@lapels.com*)
- Verification of Licensure/Certification/ Examination

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.

- **Transcript Request form** – after completing the appropriate fields, print this form and send one to each college/university you attended. Transcripts must be submitted directly to LAPELS by the college/university per LAPELS rule 1701 (C),"*Applicants who have attended college shall have certified transcripts of all college work forwarded by the registrar of each college directly to the office of the board.*" ***Transcripts which have been issued to the applicant in an envelope sealed by the university will be rejected by LAPELS.***

- **The Board requires that all applicants with a foreign (non-US) non-ABET degree must obtain a credential evaluation prior to applying to LAPELS. See box below for approved evaluation service centers. Evaluations from providers other than those listed below are not acceptable. If you are applying to take an examination, applications and evaluations must be received by the December 1 or June 1 deadline.**

NCEES Center for Evaluation

Section 3 – Examination and Licensure/Certification in Louisiana and Other Jurisdictions, Residency/Exam Attempts – indicate any examinations/certifications/licenses relative to professional engineering licensure in Louisiana or any other jurisdiction; state(s) in which you resided one year prior to taking an exam, and number of attempts made at an exam.

- **Verification of Licensure/Certification/Examination** – **from state licensing boards where you were FIRST certified and licensed. If your original license is inactive, please also provide verification of active licensure.**

  Click on the Verification of Licensure link then select the board you are making application to, *i.e. LAPELS*, next select the state board that you are currently licensed or certified in, (or where you took the exam), *i.e. Alabama*. If the state is **not** listed, please contact that state's licensing board to request verification. If the state **is** listed select it and enter your personal information. Click on continue, then confirm your information and click finished. Your verification request form will be submitted electronically to the state licensing board(s). Some states require a fee for providing verifications. It is your responsibility to contact the licensing board(s) to determine whether fees are required. If you were certified in Louisiana, do not send this form. Indicate this information on your application and it will be verified by LAPELS.

Section 4 – Personal References – list those individuals you have asked to provide personal references.

- **Personal Reference Forms** – after completing the appropriate fields, print five (5) forms and send a **form** and **instructions to personal references** to those you have selected to provide a personal reference for you. Personal Reference forms should be returned to you in a signed/sealed envelope and included with your application for submittal to LAPELS. These forms are confidential and should not be opened by the applicant.

- Applications for licensure as a professional engineer or professional land surveyor shall be completed on the most current forms developed by the board. The application shall contain statements showing the applicant's qualifications, and the names and addresses of five personal references. ***None of the five personal references can be an immediate family member or business associate of the applicant. For purposes of this §1701.B, immediate family member is defined as a spouse, child, spouse of a child, sibling, spouse of a sibling, sibling of a spouse, parent, parent of a spouse, stepparent or stepchild. For purposes of this §1701.B, business associate is defined as a subordinate of the applicant, or a consultant or contractor who provides goods or services to the applicant or to a business, entity or agency in which the applicant is an owner, member, officer, director, trustee, partner, principal, manager, employee, associate, consultant or contractor. Three or more of the five personal references furnished by an applicant for licensure as a professional engineer shall be professional engineers holding valid licenses to engage in the practice of engineering issued to them by proper authority of a state, territory, or possession of the United States, or the District of Columbia. Three or more of the five personal references furnished by an applicant for licensure as a professional land surveyor shall be professional land surveyors holding valid licenses to engage in the practice of land surveying issued to them by proper authority of a state, territory, or possession of the United States, or the District of Columbia....***

Section 5 - 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 6- Firm Licensure – please complete this section whether the firm is or is not yet licensed in Louisiana.

Section 7 - Acknowledgement – sign and date

Section 8 – Experience Record Summary – You must include a **GRAND TOTAL** of all experience on this page. **APPLICATION IS INCOMPLETE WITHOUT THESE GRAND TOTALS**.

- **Experience Record Forms** - see instructions on form

- **Verification of Experience Form** – after completing the appropriate fields, ensure that the "From" and "To" dates, name, title and present address of person most familiar with each engagement match the information on the Experience Record forms. Send a Verification of Experience form and copy of Experience Record which that person will verify, to each supervisor listed on the Experience Record forms. Verification of Experience Forms should be returned to you in a signed/sealed envelope and included with your application for submittal to LAPELS.

These forms are confidential and should not be opened by the applicant.

- **Laws and Rules Quiz and Professionalism & Ethics Quiz** – Complete the Laws and Rules and the Professionalism & Ethics quizzes and return **ONLY** the answer sheets with your application. You must score at least 90% & will be notified if you do not achieve a passing score. ***To be included with the application. Do not email or send separately.***

It is your responsibility to submit a complete and accurate application, which includes the required/non-refundable application fee of $180 (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. Once your application is complete, it will be forwarded to a Board reviewing committee. 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.