

**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 and you may incur an additional fee for late renewal.**

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



**Louisiana Professional Engineering  
and Land Surveying Board**

9643 Brookline Avenue, Suite 121  
Baton Rouge, LA 70809  
Tax ID 72-6001723  
Phone: 225-925-6291  
Fax: 225-925-6292  
www.lapels.com

**LICENSE RENEWAL INVOICE**  
*(for Professional Engineers and Professional Land Surveyors)*

**Renewal Deadline:** March 31, 2012  
**Invoice Date:** February 3, 2012  
**License Type:**  
**License Number:**  
**Name & Preferred Mailing Address:**

**Email Address:**  
**Date of Birth:**  
**Telephone Number:**  
**Work Phone Number:**  
**Cell Phone Number:**

**Part I – Status Indicator:**

I wish to renew my license status as *(must choose one)*:

\* (See reverse side of this invoice for PE/PLS license status definitions and renewal fees)\*

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

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

**Part II - CPD Requirements:** (Must choose one)

I **have** met the CPD requirements for Active status for this biennial licensure renewal period (April 1, 2010 – March 31, 2012) and understand that if I am selected for an audit I will be required to provide my Professional Development Hour (PDH) Activity Log and all supporting documentation to validate completion of all CPD requirements. I further understand that failure to comply with such requirements or any false statements made by me could be cause for disciplinary action.

- **Enter the number of PDHs you have obtained during the renewal period April 1, 2010 – March 31, 2012:**
- **I would like to carry over \_\_\_\_\_ PDHs from the previous renewal period of April 1, 2008 – March 31, 2010 (no more than 15 PDHs allowed for carryover).**

\*I have **not** met the CPD requirements for Active status during the last biennial licensure renewal period (April 1, 2010 – March 31, 2012) for the reasons indicated:

***\*Requires documentation to be sent in with the renewal invoice***

**Part III – Supervising Professional:**

If you are the supervising professional of a Louisiana licensed firm, enter the firm name and firm license number:

**Part IV – Violations:**

1. Since your last renewal, have you 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 (other than traffic violations)?
2. If yes, list the jurisdiction(s) in which you were disciplined, or convicted or entered a plea of guilty or nolo contendere, and provide details.

**Part V – Journal**

Please send me the *Louisiana Engineer & Surveyor Journal* via:

**Part VI – 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.

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

**PE/PLS Renewal Fee Schedule:**

<b>Status</b>	<b>Renewal Fee (per license) (if received <u>on or before</u> March 31, 2012)</b>	<b>Renewal Fee (per license) (if received <u>after</u> March 31, 2012)</b>
PE/PLS-Active	\$90	\$135
PE/PLS-Inactive	\$90	\$135
PE/PLS-Retired	\$30	\$45
PE/PLS-Expired	No Fee	No Fee

**PE/PLS License Status Definitions:**

Your 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 your license.

<b>Status</b>	<b>Description</b>
Active	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.
Inactive	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.
Retired	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.
*Retired Waiver Granted	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> 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.
Expired	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> .

**Continuing Professional Development (CPD) Requirements for Professional Engineers and Professional Land Surveyors:**

See Chapter 31 of the Rules of the Board. CPD forms and instructions are available upon request or may be downloaded from the Board's website at <http://www.lapels.com/CPD.html>.