



Louisiana Professional Engineering and Land Surveying Board

Application for Temporary Engineering Permit

INSTRUCTIONS

According to LAPELS rule §905 (A) **“Temporary Permit to Practice Engineering:** *An individual who is not a resident of and has no established place of business in Louisiana, may be granted a written temporary permit to practice professional engineering when such practice does not exceed 120 consecutive days in any calendar year, provided such individual is licensed to practice engineering in his/her own state, territory, or possession of the United States, or the District of Columbia, in which the requirements and the qualifications for obtaining a license are not lower than those specified in this Chapter, and provided further that before beginning such temporary practice in this state, the individual shall have applied to the board, paid the prescribed fee, and received a temporary permit, and upon the conclusion of such work, he/she shall advise the board as to the period of time that he/she has practiced in the state under such temporary permit.”*

The purpose of a temporary permit is not intended for quick issuance, but rather for a specific job which should not exceed 120 days. If you plan to work in Louisiana on more than one job, or for a long-term job that will exceed 120 days, complete and submit the [Application for Licensure as a Professional Engineer by Comity](#) instead of the Temporary Permit Application. The anticipated processing time for both applications is 6-8 weeks after we have received a completed application.

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.**
- 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 for Temporary Engineering Permit, please also submit the following which you will find under “Supporting Document Forms for Applications”:

- 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

- Complete this section, entering your full legal name and social security number. Enter dates using this format: MM/DD/YYYY
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.
- 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

- **Transcript Request form** – after completing the appropriate fields, print this form and send to your college/university. Transcripts must be submitted to LAPELS by your college/university according to 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.”

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.

APPROVED CREDENTIAL SERVICE CENTERS
NCEES Center for Evaluation
FCSA
Josef Silny
ECEI

Section 3 – Licensure & 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.

Section 4 - Residency

- Answer both questions regarding period of residency prior to taking the FE and PE exams

Section 5 – Description & Location of Work

- Write a description of the proposed job and the length of time you anticipate working on this job. Keep in mind, if this job length could last more than 120 days, you should complete the *Application for Licensure as a Professional Engineer by Comity* instead of the *Temporary Permit Application*.

Section 6 – Firm Licensure

- Complete this section whether the firm is or is not yet licensed in Louisiana

Section 7 - 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 8 – Acknowledgement – sign and date