

The information on the website should be listed in this order:

- Instructions for completing a Temporary Permit
- Application for Temporary Permit
- Transcript Request form
- Verification of Licensure form
- Laws and Rules Quiz
- Ethics Quiz

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](#) at the same time you submit your Temporary Permit Application. The anticipated processing time for this application is 6-8 weeks after we have received a completed application.

### **Instructions for completing a Temporary Permit application**

#### **Section 1**

- Complete this application, 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

- Complete the transcript request form to obtain an official transcript from all institutions listed in section 2. The registrar's office must send your official transcript to the LAPELS office in a sealed and signed envelope. The registrar should place a signature and/or seal across the back flap of the envelope for security measures. **If you have a foreign degree, you must obtain a credential evaluation. Contact LAPELS about approved evaluation services.**

## Section 3

- Complete the verification of licensure request and send to the state licensing boards where you were FIRST certified and licensed. Enter the name and address of the appropriate state licensing boards in the "To" field. Enter the date and your personal information in the fields located on the right side of the form. Some states require a fee for providing verifications. It is your responsibility to contact your first licensing boards to determine whether fees are required. You should also include a stamped/addressed envelope with the LAPELS address – 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809

## Section 4

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

## Section 5

- 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*.

## Section 6

- Answer all questions in the violations section.

## Section 7

- Sign and date this application.
- Have this application notarized.

## Additional information

- Complete the Laws and Rules and the Ethics quizzes and return the answer sheets with your application. You must score a 90% or higher. You will be notified if your score is not 90%.
- Mail this application and the fee of \$180 to LAPELS, 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809 Fees are not refundable and must be submitted with this application. Checks should be made payable to LAPELS.