

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

**CERTIFICATION RENEWAL INVOICE  
(for CPD Sponsor/Providers)**

**Renewal Deadline:** March 31, 2012  
**Invoice Date:** February 3, 2012  
**Certification Type:** CPD Sponsor/Provider  
**Certification Number:**  
**Taxpayer Identification Number:**  
**Organization 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:**

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

**Renewal Fee Schedule**

Status	Amount
Active	\$100
Expired	No fee

**Renewal invoice and payment *MUST* be postmarked by March 31, 2012**

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

Attach an updated description of your organization and its qualifications to continue to be a CPD sponsor/provider. Include such documentation as you deem appropriate to substantiate your qualifications to present CPD courses. Provide the following for each course for which you are seeking Board approval:

1. Name, format, description, and syllabus/outline
2. Resume/biography of each instructor/presenter

**Part II – CPD Sponsor/Provider Agreement and Signature:**

We agree to comply with the Louisiana Professional Engineering and Land Surveying Board's qualification requirements for Continuing Professional Development (CPD) Sponsors/Providers and to cooperate with the Board in monitoring compliance with such requirements, including maintenance of appropriate documentation for a period of at least six (6) years following each course. Furthermore, we agree to make such records available at all reasonable times for review and duplication by persons designated by the Board.

These records shall contain the name, date and location of each course, the name of the instructor/presenter, the resume/biography of the instructor/presenter, a syllabus/outline of the subject matter, and the number of Professional Development Hour (PDH) credits, and shall be furnished to each attendee. We agree to maintain a list of those persons attending each course. We agree to allow persons designated by the Board to attend at no cost any or all courses presented for PDH credit and to make such changes or modifications in the course material or presentations that the Board shall direct.

We understand that CPD Sponsor/Provider approval by the Board does not authorize us to practice or offer to practice engineering or land surveying in the State of Louisiana, nor does it authorize us to use the words "engineering", "land surveying" or any modification or derivative thereof in our name without being licensed by the Board as a professional engineer, professional land surveyor, professional engineering firm or professional land surveying firm.

**We understand that the Board may revoke its CPD Sponsor/Provider approval at any time. We further understand that the Board's CPD Sponsor/Provider approval will expire if not renewed by us every five (5) years by the timely submittal of a renewal invoice and payment of a renewal fee.**

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

*Louisiana Professional Engineering and Land Surveying Board*

**QUALIFICATION REQUIREMENTS  
FOR CONTINUING PROFESSIONAL DEVELOPMENT SPONSORS/PROVIDERS**

In order to become a Board-approved continuing professional development (CPD) sponsor/provider, an organization must conduct courses which will enhance and improve the professional development of professional engineers and/or professional land surveyors and/or serve to safeguard life, health and property and promote the public welfare.

A Board-approved CPD sponsor/provider shall agree to:

1. Allow persons designated by the Board to attend any or all courses presented for Professional Development Hour (PDH) credit without fee or charge for the purpose of determining that the course meets the standards of the Board.
2. Allow persons designated by the Board to copy and/or review course material or presentations and direct any Board-approved changes or modifications to course material or presentations for the purpose of ensuring that the course meets the standards of the Board.
3. State in every brochure or other publication or announcement concerning the course, the general content of the course and the specific knowledge or skill to be taught or addressed, as well as the credit to be earned in PDHs.
4. Ensure that each instructor/presenter of the course is qualified to teach the subject matter.
5. Provide each person completing the course with written documentation attesting to that person's attendance at the course as well as the name of the course, the date and location held, the sponsor/provider's name and credential number, and the number of PDH credits earned.
6. Retain for a period of at least six (6) years documentation which shall include the sponsor/provider's name and credential number, the name of the course, the date and location held, the instructor/presenter's name, the resume/biography of the instructor/presenter, a syllabus/outline of the subject matter, the number of PDH credits earned by attendance and a list of attendees.
7. Designate a contact person and provide the Board with the name of that person.

The Board will maintain a list of approved sponsors/providers who have submitted a *Continuing Professional Development (CPD) Sponsor/Provider Application* and have indicated their agreement by signing a CPD Sponsor/Provider Agreement provided by the Board. Upon approval by the Board, such sponsors/providers shall be recognized as "Board-approved sponsors/providers" and listed as such on the Board's website at [www.lapels.com](http://www.lapels.com).

**The failure of a Board-approved sponsor/provider to comply with all of the Board's qualification requirements and these terms shall be grounds for the Board to revoke its sponsor/provider approval, to remove the sponsor/provider's name from the Board's list of approved sponsors/providers and to notify licensees of the Board of that removal.**