

**If the requested information below is incomplete and/or fee(s) mailed separately, your renewal WILL BE RETURNED.**



**Louisiana Professional Engineering  
and Land Surveying Board**  
9643 Brookline Avenue, Suite 121  
Baton Rouge, LA 70809  
Tax ID 72-6001723  
Phone: (225) 925-6291  
[www.lapels.com](http://www.lapels.com)

**Office use only:** Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_

**LICENSE RENEWAL INVOICE**  
**Professional Engineers**

**Part II – License & Contact Information:**

Invoice Date: February 1, 2017

Renewal Deadline: **March 31, 2017**

Biennial Period: **4/1/2017 – 3/31/2019**

License Type: **PE** License #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Ext. \_\_\_\_\_

Phone 2: \_\_\_\_\_ Ext. \_\_\_\_\_

**Part I – Name & Mailing Address:**

Renewal invoice and payment **MUST** be postmarked by **March 31, 2017** to avoid a late fee

**Part III – Status Indicator:** I wish to renew my license status as:

**Part IV - CPD Requirements:** **\*\*See note and requirements on Page 2 for Chapter 31 Continuing Professional Development (CPD) Board Rules for PDH\*\***

1. I **have** met the CPD requirements for Active status for this biennial licensure renewal period (4/1/2015 – 3/31/2017) 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.

2. \*I have **not** met the CPD requirements for Active status during the last biennial licensure renewal period (4/1/2015 – 3/31/2017).

2a. Reason:

\***ONLY** Out of the Country, Active Military, or Medical Reasons require documentation to be sent in **with** the renewal invoice\*

**Part V – Life Safety Code (PE ONLY):**

1. \_\_\_\_\_ design buildings and/or building systems

2. \_\_\_\_\_ have a minimum of eight (8) PDHs in Life Safety Code, building codes and/or Americans with Disabilities Act Accessibility Guidelines.

**Part VI – Supervising Professional:**

1. \_\_\_\_\_ a supervising professional of a Louisiana licensed firm.

2. If yes, please enter the firm name and firm license number:

**Part VII – Violations:**

1. \_\_\_\_\_ 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) since my last renewal.

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. Include additional pages if necessary.

**Part VIII – Journal & Privacy Option:**

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

2. Do you want your email address(es) and telephone number(s), which you have provided to us, to be kept private and not made available to vendors requesting rosters for distribution of engineering/surveying CPD information or to other third parties?

**Yes, keep private**

**No, share when requested**

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**Part IX – 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 Surveyors (LAC Title 46, Part LXI), and I agree to conduct my professional affairs in accordance with these rules.

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

**LAPELS does not issue pocket cards or certificates after renewals, please visit our website and click on "[Licensee/Interns Search](#)" to review and print your current license/certificate information.**

**\*\*Chapter 31. Continuing Professional Development (CPD) Requirements for Professional Engineers and Surveyors:**

**Note:** *The Board does not pre-approve courses for CPD credit*; it is the licensee's responsibility to ensure that activities meet the professional development requirements and that they are beneficial to the licensee.

CPD forms and instructions are available upon request or may be downloaded from the LAPELS website at <http://www.lapels.com/CPD.htm>

**§3105. Requirements:**

A. *Professional Engineers* must obtain *30 Professional Development Hours (PDHs)* in engineering related activities and at least one PDH shall be in professional ethics. Professional Engineers who design buildings and/or building systems shall earn a minimum of eight PDH in Life Safety Code, building codes and/or Americans with Disabilities Act Accessibility Guidelines.

B. *Professional Surveyors* must obtain *15 PDHs* in surveying related activities and at least one PDH shall be in Professional ethics. A minimum of two PDH shall be earned in the Minimum Standards for Property Boundary Surveys in Louisiana during any two consecutive biennial renewal periods.

C. *Dual licensees*, i.e., licensees who are both Professional Engineers and Professional Surveyors, shall obtain *30 PDHs* during each biennial renewal period; however, at least one-third of the PDHs shall be obtained separately for each profession, and at least one PDH shall be in professional ethics. Professional Engineer licensees who design buildings and/or building systems shall earn a minimum of eight PDH in Life Safety Code, building codes and/or Americans with Disabilities Act Accessibility Guidelines. Professional Surveyors shall earn a minimum of four PDH in the Minimum Standards for Property Boundary Surveys in Louisiana during any two consecutive biennial renewal periods.

D. *Excess PDHs:* If a licensee exceeds the biennial renewal period requirement, *a maximum of 15 PDHs* may be carried forward into the subsequent biennial renewal period.

**§3107. Reciprocity/Out-of-Jurisdiction Resident:**

A. The CPD requirements for Louisiana will be deemed as satisfied when a non-resident engineer or surveyor provides evidence of having met the requirements of the licensee's resident jurisdiction; provided, however, that as part of satisfying these requirements, non-resident licensees must meet the professional ethics requirements of §3105.A.1 or §3105.B.1, as applicable, non-resident licensees practicing engineering in Louisiana who design buildings and/or building systems in Louisiana must meet the requirements of §3105.C.3, as applicable, and non-resident licensees practicing surveying in Louisiana must meet the requirements of §3105.B.2.

B. If the non-resident engineer or surveyor resides in a jurisdiction that has no CPD requirements applicable to that licensee, the licensee must meet all requirements of Louisiana as set forth in this Chapter.

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Make check or money order payable to LAPELS (*US funds only*)

License Type	*Status (Every status requires a completed renewal invoice)	Renewal Fee (per license) (if received <u>on or before</u> deadline)	Renewal Fee (per license) (if received <u>after</u> deadline)
PE/PS	<b>Active</b>	<b>\$120</b>	<b>\$180</b>
PE/PS	<b>Inactive</b>	<b>\$120</b>	<b>\$180</b>
PE/PS	<b>Retired</b>	<b>\$60</b>	<b>\$90</b>
PE/PS	<b>*Retired Waiver Granted</b>	<b>*No Fee</b>	<b>*No Fee</b>
PE/PS	<b>*Expired</b>	<b>*No Fee</b>	<b>*No Fee</b>

**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.

Status	Description
<b>Active</b>	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.
<b>Inactive</b>	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.S. Inactive</i> , but cannot otherwise offer and/or provide professional services in Louisiana. CPD requirements do not apply.
<b>Retired</b>	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.S. Retired</i> , but cannot otherwise offer and/or provide professional services in Louisiana. CPD requirements do not apply.
<b>*Retired Waiver Granted</b>  *status requires a completed renewal invoice every biennial renewal cycle in order to maintain this status	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.S. Retired</i> , but cannot otherwise offer and/or provide professional services in Louisiana. CPD requirements do not apply.
<b>*Expired</b>  *status requires a completed renewal invoice or letter to notify LAPELS of expiration	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> .