



Louisiana Professional Engineering and Land Surveying Board  
 9643 Brookline Avenue Suite 121  
 Baton Rouge LA 70809-1433  
 225-925-6291 • Fax 225-925-6292 • www.lapels.com

Renewal Invoice	
Invoice Number:	123456
Billing Date:	02/01/2003
Invoice Date:	02/01/2003
<b>Payment Due Date:</b>	<b>03/31/2003</b>
Amount Due:	\$100.00

Jane Doe  
 1234 Any Street  
 Anywhere LA 00000

**Unless payment is received by the due date your license will expire and you will incur a 50% delinquent fee**

**P.E. AND P.L.S. MUST COMPLETE THE CPD CERTIFICATION ON THE REVERSE SIDE OF THE RETURN FORM BELOW TO RENEW YOUR LICENSE**

Date	Class	Number	Status	Description	Amount
02/01/2003	E	7890	A	Renew PE License	\$100.00
<b>SAMPLE</b>					
Total amount due by Payment Due Date:					\$100.00

— UPON PAYMENT OF THIS FEE YOUR EXPIRATION DATE WILL BE TWO YEARS + 1 DAY FROM THE PAYMENT DUE DATE —

Detach Here

DETACH AND RETURN WITH YOUR REMITTANCE • INDICATE ANY CHANGE OF ADDRESS BELOW

Detach Here

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**Make check payable to LAPELS**

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Amount Enclosed:	

Change of Address

City State Zip

Daytime Area Code and Phone

**Your license cannot be renewed unless you complete and sign the CPD certification on the reverse side of this form.**

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

See Chapter 31 of the Rules of the Board. The forms and instructions are available upon request or may be downloaded from the Board's web site at [www.lapels.com](http://www.lapels.com).

### License Status:

Your ability to provide or offer to provide professional services and the amount of the biennial renewal fee depends on the status of your license. Licensees in Active status have paid the required renewal fees and met all relevant Continuing Professional Development (CPD) requirements:

Code	Status	Description
A	Active	has complied with all the license and renewal requirements of the board and may offer or provide professional services; regular fee applies.
I	Inactive	has chosen not to offer or provide professional services; must represent himself to the public as a <i>Professional Engineer or Land Surveyor, Inactive</i> ; regular fee applies; CPD not required.
R	Retired	has chosen not to offer or provide professional services; must represent himself to the public as a <i>Professional Engineer or Land Surveyor, Retired</i> ; regular fee reduced by 50%; CPD not required; <b>must be 70 years of age or have been licensed for at least 35 years to be eligible for Retired Status.</b>
X	Expired	has failed to properly renew license and can no longer offer or provide professional services; for reactivation, <b>if more than 120 days have elapsed since Expiration Date you must submit an Application to Renew Expired License and show proof of having met the CPD requirements.</b>

### Continuing Professional Development (CPD) for each biennial renewal period:

A. Professional Engineers must obtain 30 Professional Development Hours (PDH) 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 Land Surveyors must obtain 15 PDH in land 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 biennial renewal period.

C. Dual licensees, i.e., licensees who are both Professional Engineers and Professional Land Surveyors, shall obtain 30 PDH during each biennial renewal period; however, at least one-third of the PDH 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 Land 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.

### Excess Professional Development Hours:

If a licensee exceeds the biennial renewal period requirement, a maximum of 15 PDH may be carried forward into the subsequent biennial renewal period.

**NOTE:** To reactivate a license to "Active" status, you must submit proof of having met the CPD requirements – the CPD Activity Log and the documentation describing the activities you listed on the Activity Log. If the license has been expired for more than 120 days, see the description of "Expired", above.

Place check marks in the appropriate boxes. No check marks will be taken to mean you claim to have met all requirements.

**I hereby certify that I have met all Board requirements for CPD.** I understand that if I am selected for an audit by the Board I will be required to submit 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.

**I have not met the CPD requirements** for the reason indicated by the check mark(s) below:

I qualify for **exemption** based on:  New License  Inactive Status  Retired Status  Other (Requires letter of explanation)

I wish to **change the status** of my license as indicated below:

Professional Engineering License No. \_\_\_\_\_ :  Inactive  Retired  Expired

Professional Land Surveyor License No. \_\_\_\_\_ :  Inactive  Retired  Expired

Date \_\_\_\_\_ Signature \_\_\_\_\_ Daytime Telephone Number (\_\_\_\_) \_\_\_\_\_

**INTERNS SHALL DISREGARD THIS CPD CERTIFICATION**