



# **Louisiana Professional Engineering and Land Surveying Board**

## **Application to add an Additional Exam Discipline for Licensure as a Professional Engineer by Examination**

### **INSTRUCTIONS**

You are applying to take an additional Principles and Practice exam discipline to add to your existing Licensure with LAPELS.

Additional information for the application process:

**You must be duly licensed as a Professional Engineer with LAPELS.**

Once you have passed the Principles and Practice of Engineering examination the additional discipline will be added to your existing credential.

**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](http://www.LAPELS.com)).

- **Read all of the instructions before you begin.**
- Applications must be typed (hand written applications are not acceptable).
- Exam applications & all supporting documents must be received by the LAPELS application deadline.
- Complete all required sections of the application; incomplete applications will not be processed.

**After you have completed the application you may submit the application one of two ways:**

1. By mail to LAPELS, 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809 with a check or money order in the amount of \$50.00 made payable to LAPELS.
2. By e-mail to [applications@lapels.com](mailto:applications@lapels.com) with a credit card authorization form in the amount of \$50.00.

### **Section 1 – Personal Information**

- Open the appropriate application and complete all fields, entering your full legal name and social security number.

*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.*

- Enter dates using this format: MM/DD/YYYY.
- 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** – only complete if you have obtained an additional degree subsequent to the LAPELS PE license.

**Section 3 - 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 4- Acknowledgement** – sign and date. You may also include the digital signature.

**Laws and Rules Quiz and Professionalism & Ethics Quiz** – If you have not submitted within the past two years. Complete the Online Laws and Rules and the Online Professionalism & Ethics quizzes [here](#). You and the LAPELS staff will receive an email confirmation once you have achieved a minimum score of 90%.

**It is your responsibility to submit a complete and accurate application, which includes the required/non-refundable application fee of \$50 (check, money order or credit card authorization form).** Upon receipt of your application, the Board applications staff will process your paperwork and communicate with you concerning any missing or incomplete documentation. Processing time for a **complete** application is 6-8 weeks.

**A letter will be mailed to you from LAPELS informing you of approval or disapproval.**