



Louisiana Professional Engineering and Land Surveying Board

Application for Licensure as a Professional Engineer by Comity (with NCEES Records – you must provide MyNCEES ID#)

INSTRUCTIONS

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).

- Read all of the instructions before you begin.
- You must include your NCEES ID #
- Applications must be typed (hand written applications are not acceptable)
- Complete all required sections of the application; incomplete applications will not be processed.
- After you have completed the application, it may be mailed to LAPELS, 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809, with a check or money order made payable to LAPELS or it may be transmitted via email to applications@lapels.com with a credit card authorization form by using the submit button on the Application Check List.

Laws and Rules Quiz and Professionalism & Ethics Quiz – 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%.

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 - complete this section to complement the transcript/educational information included with your NCEES record. If you have a foreign degree and obtained a NCEES record prior to 1998, you will have to obtain a credential evaluation of your foreign transcript. Your application and credential evaluation should be submitted at the same time.

The Board requires that all applicants with a non-ABET or non-engineering degrees must obtain a credential evaluation prior to applying to LAPELS. See box below for the approved evaluation service center. Evaluations from providers other than NCEES are not acceptable.



Section 3 – Residency/Exam Attempts – See application.

Section 4 – Violations - if you answer “**yes**” to any of these questions, you will need to submit a detailed description for each violation. Use extra pages if necessary.

Section 5- Firm Licensure – Please complete this section whether your firm is or is not yet licensed in Louisiana.

Section 6- Acknowledgement – print, sign and date or you may also sign using the digital signature.

It is your responsibility to contact NCEES and pay the applicable fees to have your records transmitted to LAPELS, as well as submitting a complete and accurate application, which includes the required, non-refundable application fee of \$180 (check, credit card authorization, or money order only).

Upon receipt of your application and NCEES Records, the Board staff will process your paperwork and communicate with you concerning any missing documentation. When your application is complete, it will be forwarded to a Board reviewing committee. Processing time for a complete application is 4-6 weeks. Applications with credential evaluations may take up to 2 weeks additional review time