



Louisiana Professional Engineering and Land Surveying Board

Application Part II for Licensure as a Professional Engineer by Examination

(to be completed by Part I applicants who have passed the PE exam and obtained the requisite 4 years of progressive engineering experience)

INSTRUCTIONS

You applied with a Part I application to take the Principles and Practice PE exam based on rule 1304 (B):

(B). An applicant who has already been duly certified as an engineer intern by the board, but has not yet met the experience requirement for licensure as a professional engineer, may be permitted to take the examination in the principles and practice of engineering in the discipline in which he/she seeks licensure.

For licensure, you must complete the Part II application. Additional information is listed below:

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.
- 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, credit card authorization form or with a check or money order made payable to LAPELS.

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.

2. Education – only complete if you have obtained any additional degree(s) subsequent to the Part I Application.

Section 3. – Personal References – list those individuals you have asked to provide personal references.

- **Personal Reference Forms** – after completing the appropriate fields, print five (5) forms and send a **form and instructions to personal references** to those you have selected to provide a personal reference for you (**3 must be actively licensed Professional Engineers**). Personal Reference forms should be returned to you in a **signed/sealed envelope and included with your application for submittal to LAPELS**. These forms are confidential and should not be opened by the applicant.
- Applications for licensure as a professional engineer or professional land surveyor shall be completed on the most current forms developed by the board. The application shall contain statements showing the applicant's qualifications, and the names and addresses of five personal references. ***None of the five personal references can be an immediate family member or business associate of the applicant. For purposes of this §1701.B, immediate family member is defined as a spouse, child, spouse of a child, sibling, spouse of a sibling, sibling of a spouse, parent, parent of a spouse, stepparent or stepchild. For purposes of this §1701.B, business associate is defined as a subordinate of the applicant, or a consultant or contractor who provides goods or services to the applicant or to a business, entity or agency in which the applicant is an owner, member, officer, director, trustee, partner, principal, manager, employee, associate, consultant or contractor. Three or more of the five personal references furnished by an applicant for licensure as a professional engineer shall be professional engineers holding valid licenses to engage in the practice of engineering issued to them by proper authority of a state, territory, or possession of the United States, or the District of Columbia. Three or more of the five personal references furnished by an applicant for licensure as a professional land surveyor shall be professional land surveyors holding valid licenses to engage in the practice of land surveying issued to them by proper authority of a state, territory, or possession of the United States, or the District of Columbia....***

Section 4. – Acknowledgement – sign and date. Digital signature is also acceptable.

Section 5. – 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 6. – Experience Record Summary – You must include a **GRAND TOTAL** of all experience on this page. **APPLICATION IS INCOMPLETE WITHOUT THESE GRAND TOTALS.**

- **Experience Record Forms** - see instructions on the application form
- **Verification of Experience Form** – after completing the appropriate fields, ensure that the “From” and “To” dates, name, title and present address of person most familiar with each

engagement match the information on the Experience Record forms. Send a Verification of Experience form and copy of Experience Record which that person will verify, to each supervisor listed on the Experience Record forms. Verification of Experience Forms should be returned to you in a signed/sealed envelope and included with your application for submittal to LAPELS. These forms are confidential and should not be opened by the applicant.

Section 7. Experience Record Summary – Grand total of all experience. (These fields must be completed).

Section 8. Co-Op Experience – Total of co-op experience.

Laws and Rules Quiz and Professionalism & Ethics Quiz – If your Part I application is more than 3 years old, you'll be required to take the Laws and Rules and Professional & Ethics Quizzes again. The application staff will notify you if this is the case.

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 8-10 weeks.

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