



Louisiana Professional Engineering and Land Surveying Board

Application for Temporary Engineering Permit

INSTRUCTIONS

According to LAPELS rule §905 (A) **“Temporary Permit to Practice Engineering:** *An individual who is not a resident of and has no established place of business in Louisiana, may be granted a written temporary permit to practice professional engineering when such practice does not exceed 120 consecutive days in any calendar year, provided such individual is licensed to practice engineering in his/her own state, territory, or possession of the United States, or the District of Columbia, in which the requirements and the qualifications for obtaining a license are not lower than those specified in this Chapter, and provided further that before beginning such temporary practice in this state, the individual shall have applied to the board, paid the prescribed fee, and received a temporary permit, and upon the conclusion of such work, he/she shall advise the board as to the period of time that he/she has practiced in the state under such temporary permit.”*

The purpose of a temporary permit is not intended for quick issuance, but rather for a specific job which should not exceed 120 days. If you plan to work in Louisiana on more than one job, or for a long-term job that will exceed 120 days, complete and submit the [Application for Licensure as a Professional Engineer by Comity](#) instead of the Temporary Permit Application. The anticipated processing time for both applications is 6-8 weeks after we have received a completed application.

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, please mail it to LAPELS, 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809. Make check or money order payable to LAPELS.
- You may also click the “Submit” button at the bottom of the application cover sheet to send to applications@lapels.com with a completed credit card authorization form (provided in the application packet).

In addition to the Application for Temporary Engineering Permit, please also submit the following which you will find under “Supporting Document Forms for Applications”:

- **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%.
- Transcript Request Form (*send to university OR request EScripts addressed to transcripts@lapels.com*)
- Verification of Licensure/Certification/ Examination

Section 1 – Personal Information

- Complete this section, entering your full legal name and social security number. Enter dates using this format: MM/DD/YYYY
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.
- 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 – indicate **ALL** colleges/universities attended where a degree was conferred or is in progress.

- **Transcript Request form** – after completing the appropriate fields, print this form and send on to each college/university you attended. Transcripts must be submitted directly to LAPELS by the college/university per LAPELS per §Rule 1701.C. (send to university, or request EScripts addressed to transcripts@lapels.com). **Transcripts which have been issued to the applicant in an envelope sealed by the university will be rejected by LAPELS.**
- **NCEES Dashboard** – If you have an NCEES dashboard that contains this information, no further action is needed.

The Board requires that all applicants with a foreign (non-US) non-ABET degree must obtain a credential evaluation prior to applying to LAPELS. See box below for approved evaluation service center. Evaluations from providers other than that listed below are not acceptable.

APPROVED CREDENTIAL SERVICE CENTERS
NCEES Center for Evaluation

Section 3 – Licensure & Examination

- **Verification of Licensure/Certification/Examination** – from state licensing boards where you were **FIRST** certified and licensed. If your original license is inactive, please also provide verification of active licensure.
- **Online Verification Process** – If you have an NCEES account, you will need to login to your “MyNCEES” and request the electronic verification there. If you do not have an account, it is free to sign up and you can begin your electronic verification submittal. We have listed the States that participate in online verifications with NCEES on the LAPELS website under “verifications”.
- **NCEES Dashboard** – If you have an NCEES dashboard that contains this information, no further action is needed.
- **Manual Verification of Licensure/Examination Form** – Use **ONLY** if the State where you are licensed does not participate in the electronic verification.

Section 4 - Residency

- Answer both questions regarding period of residency prior to taking the FE and PE exams

Section 5 – Description & Location of Work

- Write a description of the proposed job and the length of time you anticipate working on this job. Keep in mind, if this job length could last more than 120 days, you should complete the *Application for Licensure as a Professional Engineer by Comity* instead of the *Temporary Permit Application*.

Section 6 - 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 7 – Firm Licensure

- Complete this section whether the firm is or is not yet licensed in Louisiana

Section 8 – Acknowledgement – – print, sign and date or you may also sign using the digital signature.

It is your responsibility to submit 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, the Board applications staff will process your paperwork and communicate with you concerning any missing or incomplete documentation. Once your application is complete, it will be forwarded to a Board reviewing committee. 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.