



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 payment 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.

Application Check List Cover Sheet

Applicant Name:			
Last four of SSN:		<i>Included</i>	<i>Requested</i>
Required Documents	Applicant Notes	Please check one	
Current Application			
Check, Credit Card Authorization Form or Money Order			
Transcripts			
Credential Evaluation <small>(only for foreign/NON ABET degrees)</small>			
Verification of Fundamentals Exam & Certification			
Verification of Professional Exam & Licensure			
Required Online Application Quizzes		completed - achieved 90% or better	
Laws & Rules Quiz (submitted online)			
Professionalism & Ethics Quiz (submitted online)			
Comments:			

Upon completion, click the submit button below and all forms will be transmitted via email to
applications@lapels.com.



Louisiana Professional Engineering and Land Surveying Board

Application for Temporary Engineering Permit

A \$180 non-refundable fee is to be submitted with this application. Make checks or Money Order payable to LAPELS, or you may use the credit card authorization form. Do not complete this form until you have read and thoroughly understand this form and the [accompanying instructions](#). Do not leave any section blank and state "not applicable" or "none" if such is the case. **All information must be typed. Hand written applications are not acceptable.**

Date of application:

I wish to be listed in the discipline of

Engineering

My NCEES #

1. PERSONAL INFORMATION

SSN:	Name:			
	Last Name	First Name	Middle/Maiden Name	Suffix
Address:				
City:	State:	Zip:	Country:	
Work Phone:	Home/Cell Phone:		E-Mail:	
Date of Birth:	City of Birth:	State of Birth:	Country of Birth:	
Gender:	Citizenship:		Visa No.:	

2. EDUCATION

List in chronological order, the name and location of each college or university attended, the time spent at each institution, and if graduated, the date of graduation, the degree received and the major as shown on your transcript. **See the instructions concerning submitting transcripts and if applicable, a credential evaluation. Transcripts must be submitted by your college/university directly to LAPELS**

Institution Information			Years Attended	Graduation Date	Degree Received and Major
Type	Name	State	From - To		

TEMPORARY PERMIT NUMBER:

DATE ASSIGNED:

3. LICENSURE AND EXAMINATION:

Jurisdiction		Date	Basis of License	
First PE License			NCEES Exam <input type="checkbox"/>	Other: (explain):
Fundamentals (FE/EI) Exam			No. of hours	Certificate No.
Principles and Practice (PE) Exam			No. of hours	License No.

4. RESIDENCY

What state did you reside in one (1) year before taking the **FE**?

What state did you reside in one (1) year before taking the **PE**?

5. DESCRIPTION AND LOCATION OF WORK APPLICANT PROPOSES TO UNDERTAKE:

6. VIOLATIONS

Have you ever been convicted of a felony or of a crime of moral turpitude or entered a plea of guilty or *nolo contendere* to a felony charge or to a crime of moral turpitude under the laws of the United States or any state, territory or district of the United States?

Mark one: Yes No

Have you ever been convicted of any crime or entered a plea of guilty or *nolo contendere* to any criminal charge an element of which is fraud or which arises out of your practice of engineering or land surveying?

Mark one: Yes No

Have you ever been convicted of any civil or criminal violation of, or entered a plea of guilty or *nolo contendere* to any criminal charge under, the Louisiana Campaign Finance Disclosure Act or any other campaign finance and/or practices laws of the State of Louisiana, the United States, or any state, territory or district of the United States?

Mark one: Yes No

Have you been the subject of a disciplinary or enforcement action by the engineering or land surveying licensing authority in any state, territory or district of the United States?

Mark one: Yes No

Are you an owner, partner, officer, director, managing member or supervising professional of a firm whose license, permit or certificate to practice engineering or land surveying ever been the subject of a disciplinary action by any state, territory or district of the United States?

Mark one: Yes No

If the answer to any of these questions is "Yes", provide the date and the pertinent facts of the case or proceeding including its final disposition. Attach additional pages as necessary:

DISCLOSURE

As part of the application process, the Louisiana Professional Engineering and Land Surveying Board (LAPELS) will obtain a consumer report, which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

AUTHORIZATION

During the application process and at any time during the tenure of my licensure with LAPELS, I hereby authorize LexisNexis WorkPlace Solutions Inc., on behalf of LAPELS, to procure a consumer report which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification and a written summary of consumer rights; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

Electronic Signature (*type your name*)

Date

Print Name

Date of Birth *

Social Security Number *

* For Identification Purposes Only

*****YOU MUST COMPLETE THIS SECTION. INITIAL THE FIRM OPTION BELOW WHICH WILL BEST DESCRIBE YOUR EMPLOYMENT IN LOUISIANA *****

7. Please be advised that LA R. S. 37:689 requires firms practicing or offering to practice engineering or land surveying in the state of Louisiana to be licensed by the Board prior to offering such services

If approved for licensure in Louisiana, I will be employed by:

Initial below:	
	This firm is currently licensed in Louisiana with EF # _____
	I am a Sole Proprietor. Refer to §Rule 2301. C

Here is the link to Chapter 23 from the LAPELS Rules that addresses firm licensure and supervising professional requirements:
http://www.lapels.com/docs/Applications/firm/Chapter_23_Firms.pdf

The Temporary Permit application is only for applicants that will be working for a firm that is currently licensed in Louisiana or as a Sole Proprietor. If these options do not apply you must complete a Comity application.

Comments:

For LAPELS office use only – do not write in this area

Payment Type:	Application
Check #	
Credit Card Confirmation #	CAVU
Money Order #	
Payment Amt.	NCEES
	Background

8. ACKNOWLEDGMENT

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge, information and belief the statements and information in this application are true and correct in substance and effect and are made in good faith. I have not omitted any information requested in this application. I am aware that such an omission or untrue response may constitute fraud or deceit, material misstatement, perjury or the giving of false or forged evidence under Louisiana Revised Statutes 37:698 and 37:700. I understand and agree that any responses verifying my education, personal references, and experience shall be considered privileged and confidential and that this information was not reviewed by me nor will it be available for my inspection or review in the future.

I have read the Rules for Professional Engineers and Land Surveyors (LAC Title 46, Part LXI), and I agree to conduct my professional affairs in accordance with these rules.

Electronic Signature (type your name): _____



Credit Card Authorization Form

PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN TO US
All information will remain confidential.

Cardholder Name:

Name on Application:

(if different from credit card holder)

Billing Address:

City:

State:

Zip Code:

Phone Number:

Email:

Credit Card Type:

Visa

MasterCard

Discover

American Express

Credit Card Number:

Expiration Date:

Card Identification Number (3 digits on back of Visa/MC/Discover, 4 digits on front of AMEX):

Amount to Charge (USD):

Fee: \$

Service Fee: \$

Total: \$

I authorize LAPELS to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder: Print Name and Date below

Electronic signature:

(type your name)

Date:

Once signed, click the Submit button below to email to LAPELS Applications staff, or return by mail with the completed application to the following address:

**LAPELS
ATTN: APPLICATIONS
9643 BROOKLINE AVENUE, SUITE 121
BATON ROUGE, LA 70809**

OFFICE USE ONLY

Application Type _____

Confirmation Number _____



Electronic Check Authorization Form

(U.S. Banks only)

PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN TO US
All information will remain confidential.

Name on Account:

Name on Application:

(if different from account holder)

This is a business account

This payment is for a/an:

Billing Address:

City:

State:

Zip Code:

Country:

Phone Number:

Email:

Checking

Savings

Routing Number:

Account Number:

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records. By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:

1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.
3. Louisiana Interactive or its agent is authorized to electronically debit the bank account shown above, and if necessary, to credit such account to correct any erroneous debits using an Automated Clearing House ("ACH") debit entry.
4. This ACH debit authorization will remain in full force and effect for this single debit entry only.
5. Louisiana Interactive or its agent may re-debit my account for the payment in the event such is dishonored by my financial institution, and is additionally authorized to charge the maximum return item processing fee according to the laws governing Louisiana Interactive's state.
6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact Louisiana Interactive at 225-325-5450.
7. I understand the Originating ID for this transaction is "1522077581". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing Louisiana Interactive's state.

Amount to Charge (USD):

Fee: \$

Service Fee: \$

Total: \$

Electronic signature:

(type your name)

Date:

Once signed, click the Submit button below to email to LAPELS Applications staff, or return by mail with the completed application to the following address:

LAPELS

ATTN: APPLICATIONS

9643 BROOKLINE AVENUE, SUITE 121

BATON ROUGE, LA 70809

OFFICE USE ONLY

Application Type _____

Confirmation Number _____