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# Louisiana Laws and Rules for Engineers

by

Mark Ludwigson



Louisiana Laws and Rules for Engineers  
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Course Outline:

Louisiana Revised Statutes  
Laws of the Board  
Louisiana Administrative Code  
Rules of the Board  
State Board  
Practice of Professional Engineering  
Responsible Charge  
Engineering Disciplines  
Professional Conduct and Ethics  
Sign and Seal Requirements  
Continuing Education  
Helpful References  
Examination

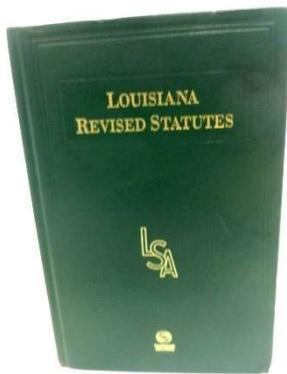
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**Louisiana Revised Statutes**

State laws (called statutes) are enacted by the Louisiana Legislature, which is a bicameral body made up of the Senate and House of Representatives. When a bill has passed, it is transmitted to the Governor for signature and then becomes law. If the Governor vetoes the bill, the Legislature must override a veto with a two-thirds majority vote in both the Senate and House of Representatives for the bill to become law.



Passed bills (acts) from each legislative session are published in Session Laws. Next, the laws (called statutes) are added to the *Louisiana Revised Statutes (L.R.S., R.S., or RS)* in the appropriate locations with numbering, formatting, and removal of replaced or repealed statutes. Annotations are also added such as notes and references, with the resulting publication often called the *Louisiana Statutes Annotated (L.S.A. or LSA)*.

The Louisiana Revised Statutes is divided into dozens of titles. Laws with relevance to engineering are in Title 37, Chapter 8, which is cited as R.S. 37:681-37:703 and commonly referred to as “Laws of the Board” including in this course. The organization is as follows:

**Louisiana Revised Statutes**

2837bqt

- Title 37: Professions and Occupations
  - Chapter 8: Professional Engineering and Professional Surveying
    - Sections 681 to 703

See the “Helpful Resources” section for the website addresses with the latest laws, rules, and Board information. The laws and rules in this course are current as of October 2024.



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**Laws of the Board**

The law dedicated to the practice of engineering and land surveying is R.S. 37:681-37:703 known as the “Laws of the Board”. The Laws of the Board gives authority to the *Professional Engineering and Land Surveying Board* (Board) to enact the laws and manage licensing. The following is the contents of Laws of the Board, with **bold** sections being of particular importance for practicing professional engineers.

Laws of the Board: Professional Engineering and Professional Surveying

- RS 37:681    General provisions**
- RS 37:682    Definitions**
- RS 37:683    Board; appointments; terms
- RS 37:684    Qualification of board members
- RS 37:685    Compensation and expenses
- RS 37:686    Removal of members for cause
- RS 37:687    Organization and meetings
- RS 37:688    Powers of the board
- RS 37:689    Firms
- RS 37:690    Receipts and disbursements
- RS 37:691    Records and reports
- RS 37:692    Roster
- RS 37:693    Requirements for licensure as a professional engineer or professional land surveyor, and certification as an engineer intern or land surveyor intern
- RS 37:694    Application for licensure or certification; fees
- RS 37:695    Examinations
- RS 37:696    Certificates and licenses; seals and stamps** 2837bqt
- RS 37:697    Expiration and renewals**
- RS 37:697.1   Continuing professional development for professional engineers and land surveyors**
- RS 37:698    Disciplinary proceedings against licensees and certificate holders; procedure**
- RS 37:700    Enforcement proceedings against other persons; procedure
- RS 37:701    Public and private work; application of provisions**
- RS 37:702    Saving clause
- RS 37:703    Transitional provisions



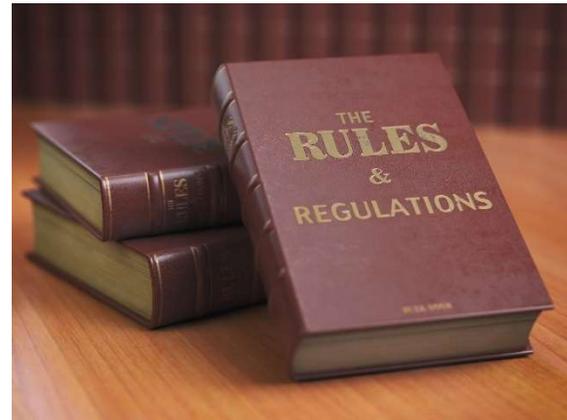
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**Louisiana Administrative Code**



State laws are often high-level and lack details required for implementation. The Louisiana Legislature delegates state agencies to manage the implementation of laws and to create rules and regulations that complement the laws. The compilation of agency regulations is called the *Louisiana Administrative Code* or *Louisiana Register* (published on the 20<sup>th</sup> of each month) and can be cited as LAC or LR. The regulations are enforceable just like state statutes.

The LAC is grouped into dozens of titles representing different state agencies (departments, divisions, districts, boards, councils, authorities, and commissions). Professional engineering is under Title 46, Part LXI. This is cited as LAC 46:LXI, and commonly referred to as “Laws of the Board” including in this course.



The organization is as follows:

**LAC**

- Title 46: Professional and Occupational Standards
  - Part LXI: Professional Engineers and Land Surveyors
    - Chapters 1 to 33
    - Sections (Various)



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**Rules of the Board**

LAC 46:LXI is known as the “Rules of the Board”. It covers the same professions as Laws of the Board, namely engineers and surveyors. The following are the contents of Rules of the Board. Sections in **bold** are of particular importance for practicing professional engineers.

Rules of the Board – Professional Engineers and Land Surveyors

Chapter 1. General Provisions

§101. Evidence of Qualification; Licensure

§103. Rulemaking

**§105. Definitions**

Chapter 7. Bylaws

§701. Board Nominations

§703. Compensation and Expenses

§705. Meetings

§707. Board Organization

§709. Executive Director

§711. Domicile

§713. Amendments to Bylaws

§715. Rulemaking Process

§717. Disbursements

§719. Minutes

§721. Publications of the Board

§723. Voting

§725. Executive Session

§727. Declaratory Orders and Rulings

2837bqt

§729. Petition for Adoption, Amendment or Repeal of Rule

Chapter 9. Requirements for Certification and Licensure of Individuals and Temporary Permit to Practice Engineering or Land Surveying

§901. Engineer Intern Certification

§903. Professional Engineer Licensure

§905. Temporary Permit to Practice Engineering

§907. Land Surveyor Intern Certification

§909. Professional Land Surveyor Licensure



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§911. Temporary Permit to Practice Land Surveying

Chapter 11. Curricula

- §1101. Approved Curricula
- §1103. Other Engineering Curricula
- §1105. Acceptable Engineering Graduate Degrees
- §1107. Land Surveying, Mapping and Real Property Courses

Chapter 13. Examinations

- §1301. General
- §1309. Approval to Take the Examinations in the Principles and Practice of Land Surveying and in the Louisiana Laws of Land Surveying
- §1311. Examination for Record Purposes
- §1313. Examination Results
- §1315. Re-Examinations

Chapter 15. Experience

- §1501. Recognition of Experience
- §1503. Graduate-Level Engineering Degree
- §1505. Work Experience
- §1507. Engineering Experience Subsequent to Degree
- §1509. Experience at Time of Application
- §1511. Experience from Faculty Engineering Research and Design Projects
- §1513. Teaching Experience
- §1515. Progressive Experience
- §1517. Knowledge Required
- §1519. Applied Experience
- §1521. Experience Acquired in the United States Military <sup>2837bqt</sup>
- §1523. Sales Experience
- §1525. Construction Experience

Chapter 17. Applications and Fees

- §1701. Applications
- §1703. Fees

Chapter 19. Disciplines of Engineering

- §1901. Disciplines**



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Chapter 21. Certificates of Licensure and Certification of Individuals or Firms

- §2101. Expiration and Renewals**
- §2103. Licensure and Certification Status**

Chapter 23. Firms

- §2301. General
- §2305. Supervising Professional
- §2307. Professional Identification
- §2309. Enforcement

Chapter 25. Professional Conduct

- §2501. Scope; Knowledge; Definition of Licensee**
- §2503. Licensees**
- §2505. Services**
- §2507. Conflicts of Interest**
- §2509. Improper Solicitation**
- §2511. Conduct of Advertising**

Chapter 27. Use of Seals

- §2701. Seal and Signature**

Chapter 29. Standards of Practice for Boundary Surveys

- §2901. Scope and Purpose
- §2903. Definitions
- §2905. Classification of Boundary Surveys
- §2907. Property Boundary Survey
- §2909. Route Survey
- §2910. DOTD Right-of-Way Survey
- §2911. Mineral Unitization Survey
- §2913. Positional Accuracy Specification and Positional Tolerances

Chapter 31. Continuing Professional Development (CPD)

- §3101. Introduction**
- §3103. Definitions**
- §3105. Requirements**
- §3109. Exemptions**



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- §3111. Determination of Credit**
- §3113. Units**
- §3115. Record Keeping**
- §3117. Audit and Review of Records**
- §3119. Failure to Comply**
- §3121. CPD Reactivation**

Chapter 33. Disciplinary and Enforcement Proceedings

- §3301. Disciplinary and Enforcement Proceedings

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**State Board**

The state agency for professional engineering is the *Louisiana Professional Engineering and Land Surveying Board (LAPELS)*, herein referred to as the Board.

The Board oversees over 16,000 professional engineers. The Board has the authority to manage and further regulate professional engineering and land surveying.

The Board can make modifications to Rules of the Board.



**Board Website**



The board website < <https://www.lapels.com> > contains the following topics:

**LAPELS WEBSITE OUTLINE**

1. News and Links
  - a. Recent Information 283' bqt
    - i. Journal
  - b. FE/FS exams to convert to CBT
  - c. Helpful Links
    - i. Louisiana Engineering Society
    - ii. Louisiana Society of Professional Surveyors
    - iii. Louisiana Secretary of State
    - iv. American Council of Engineering Companies
  - d. Board Meeting Dates and Information
  - e. Board Meeting Minutes



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- f. History of the Board
- g. Seal and Stamp Requirements
  - i. Stamp and sign (email Baton Rouge, LA)
  - ii. Wand Rubber Stamp Co. (email Kenner, LA)
  - iii. ML Bath Company (email Shreveport, LA)
  - iv. Ed Smith Stencil Works (email New Orleans, LA)
  - v. Century Stamp Works (email Houston, TX)
  - vi. City Stamp & Seal Co. (email Austin, TX)
  - vii. Anderson Graphic Division (email Salem, OR)
  - viii. A-Plus Rubber Stamp & Engraving
  - ix. StampXpress Rubber Stamps
  
- 2. Louisiana Licensure Maps
  
- 3. Presentation Request
  
- 4. FAQs
  
- 5. Renewals
  - a. Renewal Options
  - b. List of Expired Licensees (Spring 2024 Renewal Cycle)
  
- 6. Updated Contact Information
  - a. Individuals
  - b. Firms
  - c. Name Change (Individuals)
  - d. Name Change (Firms)
  
- 7. Military Applicants
  
- 8. Individual Applications
  - a. Individuals Applications Home
  - b. Intern (EI/LSI) Applications
  - c. PE Applications
  - d. PLS Applications
  
- 9. Firm Applications

2837bqt



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- a. Firm Applications Home
- b. Firm Waiver Request (PDF)
- c. Design Build Application for Authorization (PDF)

10. Licensure Compliance Support

11. Reinstatement Applications for Expired Licenses / Certifications

- a. Intern (EI/LSI) Reinstatement (online)
- b. PE Reinstatement (online)
- c. PLS Reinstatement (online)
- d. Firm (EF/VF) Reinstatement (online)

12. Continuing Professional Development

- a. Quizzes
  - i. Required Online Quizzes
  - ii. CPD Rules
- b. CPD Log
- c. CPD Sponsor Provider Application
- d. Board Approved Provider List
- e. Current CPD Courses/Activities
- f. Request Presentation

13. Examinations

- a. Applications and Supporting Documentation

14. Fees

- a. Payment Authorization Forms (Credit Card/ACH)

2837bqt

15. Licensee Search

- a. Firm Licensee Search
- b. Individual Licensee Search

16. Roster Request Form

17. Enforcement/Complaints

- a. How to File a Complaint
  - i. Affidavit of Complaint Against Licensee or Certificate Holder



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- ii. Affidavit of Complaint Against Non-Licensee or Non-Certificate Holder
  - b. Disciplinary Actions taken by the Board
  - c. CPD Log
18. Laws and Rules
- a. Laws (pdf) and Rules (pdf)
  - b. Pending Changes to the Rules
  - c. Recent Changes to the Laws and Rules
  - d. Petition for Declaratory Ruling (PDF)
  - e. Declaratory Orders and Rulings
  - f. Petition for Adoption, Amendment, or Repeal of Rule
  - g. Land Surveyors Compendium
  - h. Engineer/Architect Laws and Rules Information Handbook
  - i. Miscellaneous
19. Contact Us
- a. Contact LAPELS
20. Site Map
21. LAPELS Software Development Standards

283' bqt



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**Practice of Professional Engineering**

The following is a copy-paste of the relevant laws and rules that help define the practice of professional engineering:

**Laws of the Board**

**§681. General provisions**

In order to safeguard life, health, and property and to promote the public welfare, any individual in either public or private capacity, or foreign or domestic firm, practicing or offering to practice professional engineering or professional land surveying, shall be required to submit evidence that he is qualified to so practice and shall be licensed as hereinafter provided. It shall be unlawful for any person to practice or to offer to practice in this state engineering or land surveying, as defined in this Chapter, or to use in connection with his name or otherwise assume, use, or advertise any title or description tending to convey the impression that he is a professional engineer or a professional land surveyor, unless such person has been duly licensed under the provisions of this Chapter.

**§682. Definitions**

The following words and phrases when used in this Chapter shall have the following meaning, unless the context clearly requires otherwise:

(1) "Applicant" shall mean any person seeking to practice engineering or land surveying in the state of Louisiana, that has applied to the board for authority to practice the respective profession and render such engineering or land surveying services in the state of Louisiana, or an individual who has applied to the board for certification as an engineer intern or land surveyor intern.

(2) "Board" shall mean the Louisiana Professional Engineering and Land Surveying Board, provided for by this Chapter.

(3) "Certification", "certified", or "certificate holder" shall mean the recognition granted by the board and its issuance of a certificate to any individual seeking such recognition as an engineer intern or land surveyor intern, who has been successfully examined and is otherwise in good standing with the board.

(4) "Dual licensee" shall mean any person practicing or seeking to practice both engineering and land surveying in the state of Louisiana who has received both licenses from the board and is otherwise in good standing with the board. This term is often used synonymously with the term "dual registrant".



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(5) "Engineer" or "professional engineer" shall mean an individual who, by reason of his special knowledge and ability to apply the mathematical, physical, and engineering sciences and the principles and methods of engineering analysis and design, acquired by an engineering education and engineering experience, is qualified to practice engineering, as evidenced by his licensure as such by the board.

(6) "Engineer intern" shall mean an individual who has complied with the requirements for education, experience, and character and has passed an examination in the fundamental engineering subjects, as provided in this Chapter, and has been issued a certificate by the board.

(7) "Firm" shall mean any domestic or foreign firm, partnership, association, cooperative, venture, corporation, limited liability company, limited liability partnership, or any other entity.

(8) "Land surveyor" or "professional land surveyor" shall mean an individual who is qualified to practice land surveying, as evidenced by his licensure as such by the board.

(9) "Land surveyor intern" shall mean an individual who has complied with the requirements for education, experience, and character and has passed an examination in the fundamental surveying subjects, as provided in this Chapter, and has been issued a certificate by the board.

(10) "Licensed" or "licensure" shall mean the recognition granted by the board and its issuance of a license to any person to practice engineering or land surveying in the state of Louisiana. These terms are often used synonymously with the terms "registered" or "registration".

(11) "Licensee" shall mean any person practicing or seeking to practice engineering or land surveying in the state of Louisiana that has received a license from the board and is otherwise in good standing with the board. The term is often used synonymously with the term "registrant".

283' bqt

(12) "Person" shall mean any individual or firm.

(13)(a) "Practice of engineering" shall mean responsible professional service which may include consultation, investigation, evaluation, planning, designing, or inspection of construction in connection with any public or private utilities, structures, machines, equipment, processes, works, or projects wherein the public welfare or the safeguarding of life, health, and property is concerned or involved, when such professional service requires the application of engineering principles and the interpretation of engineering data.



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(b) A person shall be construed to practice or offer to practice engineering: who practices in any discipline of the profession of engineering; or who, by verbal claim, sign, advertisement, letterhead, card, or in any other way represents himself to be a professional engineer; or who represents himself as able to perform; or who does perform any engineering service or work or any other professional service designated by the practitioner or recognized by educational authorities as engineering. The practice of engineering shall not include the work ordinarily performed by a person who himself operates or maintains machinery or equipment.

(14)(a) "Practice of land surveying" shall include the measuring of areas, land surfaces, streams, bodies of water, and swamps for correct determination and description, for the establishment, reestablishment, ascertainment, or description of land boundaries, corners, divisions, distances, and directions, the plotting and monumenting of lands and subdivisions thereof, and mapping and topographical work.

(b) A person shall be construed to practice or offer to practice land surveying when that person engages in land surveying and by verbal claim, sign, advertisement, letterhead, card, or in any other way represents himself to be a land surveyor, or represents himself as able to perform or does perform any land surveying service or work, or any other service designated by the practitioner which is recognized as land surveying.

(15) "Responsible charge" shall mean the direct control and personal supervision of engineering or land surveying service or work, as the case may be.

(16) "Responsible professional services" shall mean the technical responsibility, control, and direction of the investigation, design, or construction of engineering service or work requiring initiative, engineering ability, and its use of independent judgment.

**§696. Certificates and licenses; seals and stamps** 2837bqt

A. The board shall issue a license or certificate, as appropriate, containing such information and in the format as the board shall specify, in its discretion, to each engineer, land surveyor, engineer intern, land surveyor intern, and firm.

B. The board shall adopt rules and regulations providing for and governing the use of seals and stamps.

**§697. Expiration and renewals**

A. Licensure and certification shall expire at a time specified by the board and shall become invalid after that date unless renewed. It shall be the duty of the executive



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director of the board to notify by letter to his last known address each licensee and certificate holder of the date of the expiration of the license or certificate and the amount of the fee that shall be required for its renewal. The notice shall be mailed at least one month in advance of the expiration of such license or certificate. Renewal of licensure as a professional engineer, professional land surveyor, or firm, or certification as an engineer intern or land surveyor intern may be effected at any time during the two months prior to expiration by the payment of a fee not to exceed one hundred dollars per year, at the discretion of the board.

B. Any person who renews his license or certificate within one hundred twenty days of the expiration of such license or certificate shall not be deprived of the right of renewal.

C. The maximum fee for late renewal shall be established by the board, provided that said renewal fee shall not exceed three times the normal renewal fee. The board shall not increase the biennial renewal fee by more than twenty dollars in any one-year period.

**§701. Public and private work; application of provisions**

A. Persons performing subprofessional work as defined in the rules or regulations of the board, or acting as construction or process superintendents or foremen, need not be licensed under this Chapter, but their work shall be supervised by a professional engineer when their work involves the practice of engineering, and by a professional land surveyor when the work involves the practice of land surveying.

B. No planning, specifications, drawings, or construction by an individual for his own use of private homes or dwellings, domestic structures or works, or any agricultural works done on farmlands shall come under the jurisdiction of this Chapter.

C. This Chapter shall not apply to, affect, interfere with, or in any way regulate employees of firms engaged in industrial operations, including but not limited to producing, processing, manufacturing, transmitting, distributing, or transporting, when performing services within the state of Louisiana in the course and scope of the business of said firms or affiliates thereof. In the event any of the activities set forth in this Subsection shall fall within the definition of practice of engineering as defined in R.S. 37:682, such activities shall be under the responsible charge of a professional engineer. However, this Subsection shall not apply to persons practicing civil engineering or land surveying, who must at all times comply with the provisions of this Chapter.



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D. All land surveying shall be performed by a professional land surveyor, who, for purposes of this Subsection, shall be any person who practices land surveying within the meaning and intent of this Chapter, and who, by verbal claim, sign, advertisement, letterhead, card, or in any other way represents himself to be a land surveyor.

E. A person shall not be construed as practicing land surveying who establishes lines and elevations for canals or levees for irrigation or erosion control on lands owned, rented, or leased by him if such person performing the work received no remuneration of any kind for his services.

F. Services performed by employees in determining lines within established boundaries and between established corners of property owned by, leased to, or under the control of their employers in the course and scope of such employer's business, and in locating drilling sites, lines of pipe, or improvements on such property, shall not be construed as falling under the definition of "practice of land surveying" within the meaning of this Chapter, and are not covered by this Chapter.

G. Nothing in this Chapter shall be construed as permitting any person, other than a professional engineer, to affix his signature as such to engineering plans, specifications, or estimates.

H.(1) Any licensed architect, professional engineer, or professional land surveyor, engaged by the owner of a particular piece or parcel of ground to perform architectural, engineering, or land surveying services, as such services are defined in R.S. 37:141 and 682, shall have a lien and privilege against the particular piece or parcel of ground with respect to which the services were rendered, when work on said piece or parcel of ground, as defined in R.S. 9:4808, has not begun.

(2) A written statement of the claim must be filed for registry with the recorder of mortgages of the parish in which the immovable property is located within ninety days of the date of rendition of the services and shall not be effective as to third persons until such time as the statement of the claim is so filed, but thereafter shall be a first lien and privilege superior to any lien, privilege, or mortgage subsequently recorded. This lien or privilege shall be ranked as provided by R.S. 9:4821.

I. An architect as defined in R.S. 37:141(B) has a right to engage in certain activities that fall within the definition of the practice of engineering as defined in R.S. 37:682, but only to the extent such activities are necessarily incidental to the architect's practice of architecture as defined in R.S. 37:141(B). Such incidental engineering work is limited to minor mechanical, electrical, or civil-structural engineering work necessarily incidental to the architect's practice of architecture. The incidental engineering work shall be of a secondary nature and shall be



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substantially less in scope and magnitude when compared to the architectural portion of the work. Incidental engineering work includes additions, renovations, or alterations that do not require significant adjustments to the engineering calculations for the changes to the engineering systems or components. The incidental engineering work shall be safely and competently performed by the architect without jeopardizing the life, health, property, or welfare of the public. The incidental engineering work shall also satisfy all of the following conditions for new construction or additions:

(1) For new construction, the total proposed occupant load for the new construction shall not exceed two hundred ninety-nine individuals for assembly occupancy and forty-nine individuals for all other occupancies. The occupant load shall be defined and determined by the method set forth in the currently enforced building code.

(2) For additions, the total proposed occupant load for the addition shall not exceed two hundred ninety-nine individuals for assembly occupancy and forty-nine individuals for all other occupancies. The occupant load shall be defined and determined by the method set forth in the currently enforced building code.

**§702. Saving clause**

This Chapter shall not be construed to prevent or to affect:

(1) Other professions or trades including the practice of architecture as defined in Chapter 3 of this Title; or the practice of any legally recognized profession or trade; or the professional practice of the physical sciences, such as: chemistry, physics, geology, mathematics, so long as they do not involve the practice of engineering or land surveying; or

(2) The practice of a person not a resident of and having no established place of business in this state, practicing or offering to practice herein the profession of engineering, when such practice does not exceed one hundred twenty consecutive days in any calendar year, provided such person is legally qualified by licensure to practice the said profession in his 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 person shall have applied to the board, paid the prescribed fee, and received a temporary permit, and upon the conclusion of such work he shall advise the board as to the period of time that he has practiced in this state under such temporary permit.



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(3) The practice of officers and employees of the government of the United States while engaged within this state in the practice of engineering or land surveying, for said government.

(4) Cooperatives under the rural electrification administration; engineering performed by cooperatives under the Rural Electrification Acts.

(5) The practice of engineering exclusively as an officer or employee of a public utility corporation authorized to do and doing business in this state, by rendering to such corporation such service in connection with its facilities and property which are subject to regulation with respect to safety and security thereof by the Public Service Commission of the state of Louisiana, or other duly authorized utility regulatory body, and so long as such individual is thus actually and exclusively employed, and no longer, and the practice of engineering as an officer or employee of a person furnishing products, services, or facilities used primarily by a public utility corporation regulated by the Public Service Commission of the state of Louisiana, or other duly authorized utility regulatory body, and so long as such officer or employee is thus actually and exclusively employed and no longer, provided this does not apply to the practice of civil engineering or land surveying.

(6) Engaging in engineering as an employee under the responsible charge of a professional engineer or engaging in land surveying as an employee under the responsible charge of a professional land surveyor.

(7)(a) The practice of evaluation of oil and gas resources, when performed by an engineer in good standing licensed pursuant to this Chapter, and which evaluation includes the quantification of the volume of oil and gas reserves and resources in the subsurface of the earth, the determination of production forecasts for the reserves or resources, and the evaluation of the economic impact of production forecasts, provided such evaluation does not apply to the practice of civil engineering or land surveying, does not involve design, construction, or engineering assessments of any kind on the surface, and does not present a risk to public health or safety.

(b) This Paragraph shall not prevent the practice of evaluation of oil and gas resources if the evaluation is performed by a person who is a licensed engineer in good standing practicing within the jurisdiction of his licensure.

(c) This Paragraph shall not prevent the application of this Chapter to the practice of evaluation of oil and gas resources if the evaluation is performed by an engineer licensed in a state that prohibits engineers licensed under this Chapter from engaging in the evaluation of oil and gas resources in that state.



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**§101. Evidence of Qualification; Licensure**

A. In order to safeguard life, health and property, and to promote the public welfare, any individual in either public or private capacity, or foreign or domestic firm, practicing or offering to practice engineering or land surveying in the state of Louisiana, shall be required to submit evidence that they are qualified to so practice and shall be licensed with the board. Unless specifically exempted by law, it shall be unlawful for any person to practice or to offer to practice in the state of Louisiana, engineering or land surveying, as defined in the licensure law and the rules of the board, or to use in connection with their name or otherwise assume, use or advertise any title or description tending to convey the impression that they are a professional engineer, professional land surveyor, professional engineering firm or professional land surveying firm, unless such person has been duly licensed under the provisions of the licensure law and the rules of the board.

**§103. Rulemaking**

A. Under the provisions of R.S. 37:688, the board has the authority to make, adopt, revise, amend, promulgate and enforce bylaws, rules and regulations consistent with the constitution and laws of the state of Louisiana. This is necessary for the proper performance of the duties of the board and the regulations of the proceedings before it, as well as for the protection of the public and the proper administration of the licensure law.

Rules of the Board

**§105. Definitions**

...

*Act or Licensure Law*—R.S. 37:681-37:703, including any amendments thereto. This law empowers the board to regulate the practice of engineering and land surveying in the state of Louisiana.

*Benefits of Any Substantial Nature or Significant Gratuity*—as used in the rules of professional conduct, shall mean any acts, articles, money or other material possessions which are of such value or proportion that their acceptance could reasonably be expected to create an obligation on the part of the receivers, or otherwise compromise their ability to exercise their own judgment, without regard to such benefit or gratuity.



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**Bona Fide Employee**—an individual in the service of an employer under a contract of hire, expressed or implied, oral or written, where the employer has the power or right to control and direct the employee in the material details of how the work is to be performed and the employer pays wages or a salary directly to the employee, pays a share of social security and federal unemployment tax, withholds federal income tax and the employee's share of Social Security payments, provides training, furnishes tools and materials, and sets hours of work. Generally such employees work full-time for the employer, perform work at a location assigned by the employer and do not offer their services to the general public.

**Bona Fide Established Commercial Marketing Agency**—a business which is specifically devoted to public relations, advertising and promoting the services of a client, and which may be appropriately licensed as required by state law.

...

**Employees**—for purposes of R.S. 37:701(C) only, shall mean:

- a. any and all individuals to or for whom a firm engaged in industrial operations pays salary or other compensation, withholds taxes, provides benefits or pays workers' compensation and/or liability insurance, including without limitation all individuals covered by the definition of *bona fide employee* as set forth in the rules of the board; or
- b. any and all individuals whose conduct a firm engaged in industrial operations has the right to control, including the right to hire, fire or directly supervise, the right to set the individual's work schedule and job duties, or the right to set the terms and conditions of employment, including without limitation individuals supplied through an employment agency or consultant firm.

**Firm**—a domestic or foreign firm, partnership, association, cooperative, venture, corporation, limited liability company, limited liability partnership, or other entity.

**Fraud, Deceit, or Misrepresentation**—as used in R.S. 37:698(A)(1) or (2) or R.S. 37:700(A)(3), shall mean intentional deception to secure gain, through attempts to deliberately conceal, mislead, or misrepresent the truth with the intent to have others take some action relying thereupon, or any act which provides incorrect, false, or misleading information, upon which others might rely.

**Gross Incompetence**—as used in R.S. 37:698(A)(2), shall mean the practice of engineering or land surveying by a licensee who is either incapable of exercising ordinary care and diligence or who lacks the ability and skill necessary to properly



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perform the duty undertaken. (The practice of engineering in a discipline other than that in which the licensee has been listed will not be considered as evidence of gross incompetence, provided the licensee is otherwise qualified by education or experience.) Examples of practice which the board may consider to constitute gross incompetence include but are not limited to:

- a. the undertaking of assignments other than those for which the licensee is qualified by education or experience in the specific technical fields involved; or
- b. the affixing of the licensee's signature or seal to any engineering or land surveying plan or document dealing with the subject matter in which the licensee lacks competence by virtue of education or experience.

*Gross Misconduct*—as used in R.S. 37:698(A)(2), shall mean the practice of engineering or land surveying by a licensee who performs any acts, causes any omissions or makes any assertions or representations which are fraudulent, deceitful, or misleading, or which in any manner whatsoever discredits or tends to discredit the professions of engineering or land surveying. Gross misconduct as used herein shall also include any act or practice in violation of the board's rules of professional conduct or the board's rules on use of seals.

*Gross Negligence*—as used in R.S. 37:698(A)(2), shall mean the practice of engineering or land surveying by a licensee characterized by the licensee's lack of reasonable care, precaution, or attention to the life, health, safety, property or welfare of others, which could result in injury or damage to life or property or financial loss. Examples of practice which the board may consider to constitute gross negligence include, but are not limited to:

- a. the preparation of an incomplete or inaccurate engineering or land surveying plan or document that is below acceptable standards, which is released for construction or other lawful purposes, and which could result in financial loss, damage or injury; or
- b. failure of the licensee to exercise reasonable diligence and care in providing professional services, which could result in financial loss, damage or injury.

*Practice of Engineering*—

- a. practice of engineering is defined in R.S. 37:682. The board recognizes that an architect as defined in R.S. 37:141(B)(1) has a right to engage in certain activities that fall within the definition of the practice of engineering, but only to the extent such



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activities are necessarily incidental to the architect's practice of architecture as defined in R.S. 37:141(B)(3). Such incidental engineering work is limited to minor mechanical, electrical, or civil-structural engineering work necessarily incidental to the architect's practice of architecture. The incidental engineering work shall be of a secondary nature and shall be substantially less in scope and magnitude when compared to the architectural portion of the work. Incidental engineering work includes additions, renovations, or alterations that do not require significant adjustments to the engineering calculations for the changes to the engineering systems or components. The incidental engineering work shall be safely and competently performed by the architect without jeopardizing the life, health, property, or welfare of the public. The incidental engineering work shall also satisfy all of the following conditions for new construction or additions:

- i. For new construction, the total proposed occupant load for the new construction shall not exceed 299 individuals for assembly occupancy and 49 individuals for all other occupancies. The occupant load shall be defined and determined by the method set forth in the currently enforced building code;
  - ii. For additions, the total proposed occupant load for the addition shall not exceed 299 individuals for assembly occupancy and 49 individuals for all other occupancies. The occupant load shall be defined and determined by the method set forth in the currently enforced building code.
- b. teaching of engineering design and the responsible charge of the teaching of engineering design shall be considered as the practice of engineering. An accredited engineering curriculum ensures the minimum quality requirements for the teaching of engineering design. Thus, the teaching of engineering design courses and the responsible charge of the teaching of engineering design courses must be conducted by professional engineers or by engineering faculty in an accredited engineering curriculum. These unlicensed engineering faculty members are exempt from licensure by the board only for the purpose of teaching of engineering design courses and the responsible charge of the teaching of engineering design courses in an accredited engineering curriculum and shall not otherwise practice or offer to practice engineering in the state of Louisiana as defined by R.S. 37:682 without being licensed by the board.

...

**§2101. Expiration and Renewals**

A. Licenses and certificates of individuals and firms shall expire on the date specified on the applicable biennial renewal form and/or as shown on the board's records and shall become invalid after that date unless renewed within 120 days.



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B. After the 120-day period, the licensee or certificate holder may apply to the board to reactivate the expired license or certificate to active status. Applicants to reactivate an expired license must also successfully complete the board's Louisiana laws and rules quiz and Louisiana ethics and professionalism quiz prior to reactivation. Additionally, applicants to reactivate an expired professional land surveyor license must successfully complete the board's Louisiana standards of practice for boundary surveys quiz prior to reactivation. Designated supervising professionals for firms applying to reactivate an expired license must also successfully complete the board's Louisiana laws and rules quiz and Louisiana ethics and professionalism quiz prior to reactivation of the firm. Additionally, designated supervising professionals for land surveying firms applying to reactivate an expired professional land surveying license must also successfully complete the board's Louisiana standards of practice for boundary surveys quiz prior to reactivation of the firm.

**§2103. Licensure and Certification Status**

A. The board has established the following licensure statuses for licensees.

*Active Status*—the licensure status which exists for a licensee of the board who has complied with all the licensure and licensure renewal requirements of the board and who has either elected to be in this status on his/her biennial licensure renewal form or otherwise received authorization from the board to be in this status.

*Expired Status*—the licensure status which exists for a licensee of the board who has either failed to properly renew licensure as required in R.S. 37:697 or otherwise received authorization from the board to be in this status. A licensee in an expired status cannot practice or offer to practice engineering or land surveying in Louisiana.

*Inactive Status*—the licensure status which exists for an individual licensee of the board who has chosen not to practice or offer to practice engineering and/or land surveying in Louisiana and who has either elected to be in this status on his/her biennial licensure renewal form or otherwise received authorization from the board to be in this status. A licensee in an inactive status can represent himself/herself to the public as a P.E. inactive or a P.L.S. inactive, as applicable, but cannot otherwise practice or offer to practice engineering and/or land surveying in Louisiana. A licensee in an inactive status may apply to the board to reactivate the inactive license to active status. Applicants to reactivate an inactive license must also successfully complete the board's Louisiana laws and rules quiz and Louisiana ethics and professionalism quiz prior to reactivation. Additionally, applicants to reactivate an inactive professional land surveyor license must successfully complete



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the board's Louisiana standards of practice for boundary surveys quiz prior to reactivation.

**Retired Status**—the licensure status which exists for an individual licensee of the board who has chosen not to practice or offer to practice engineering and/or land surveying in Louisiana and who has either elected to be in this status on his/her biennial licensure renewal form or otherwise received authorization from the board to be in this status. To qualify for the retired status, the licensee must be at least 70 years of age or have been a licensee of the board for at least 35 years. Unless the licensee is granted a waiver by the board, the renewal fee for the retired status shall be one-half of the current renewal fee for the active status. A licensee qualified for the retired status may be granted a waiver of this renewal fee if the licensee is at least 70 years of age, has been a licensee of the board for at least 35 years continuously, has never been subject to disciplinary action in any jurisdiction, has never committed any of the offenses described in R.S. 37:698(A)(3), (4) or (5), and is of good character and reputation. A licensee in a retired status can represent himself/herself to the public as a P.E. retired or a P.L.S. retired, as applicable, but cannot otherwise practice or offer to practice engineering and/or land surveying in Louisiana. A licensee in a retired status may apply to the board to reactivate the retired license to active status. Applicants to reactivate a retired license must also successfully complete the board's Louisiana laws and rules quiz and Louisiana ethics and professionalism quiz prior to reactivation. Additionally, applicants to reactivate a retired professional land surveyor license must successfully complete the board's Louisiana standards of practice for boundary surveys quiz prior to reactivation.

B. The board has established the following certification statuses for certificate holders.

**Active Status**—the certification status which exists for a certificate holder of the board who has complied with all the certification and certification renewal requirements of the board and who has either elected to be in this status on his/her biennial certification renewal form or otherwise received authorization from the board to be in this status.

**Expired Status**—the certification status which exists for a certificate holder of the board who has either failed to properly renew certification as required in R.S. 37:697 or otherwise received authorization from the board to be in this status. A certificate holder in an expired status may apply to the board to reactivate the expired certification to active status.



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**Responsible Charge**

Engineering design work must be prepared under a professional engineer with direct control and personal supervision, often referred to as “**responsible charge**”, as described in the laws and rules below. The engineer with **responsible charge** signs and seals documents produced under their responsibility. A typical project has multiple responsible engineers, one for each design discipline (civil, structural, mechanical, electrical, etc.).

**Responsible charge** can also refer to the management of a field of engineering services within an organization.

Laws of the Board

**§682. Definitions**

...

(15) "**Responsible charge**" shall mean the direct control and personal supervision of engineering or land surveying service or work, as the case may be.

(16) "Responsible professional services" shall mean the technical responsibility, control, and direction of the investigation, design, or construction of engineering service or work requiring initiative, engineering ability, and its use of independent judgment.

Rules of the Board

**§105. Definitions**

...

**Responsible Charge**—defined in R.S. 37:682. It shall mean the direct control and personal supervision of engineering or land surveying service or work, as the case may be.

*Under the **Responsible Charge** of a Professional Engineer*—as it applies in R.S. 37:701(C) only, shall mean:

- a. the work performed by a professional engineer duly licensed under the provisions of the licensure law; or



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- b. the work reviewed and approved by a professional engineer duly licensed under the provisions of the licensure law, who is authorized to direct changes to the engineering work; or
- c. the work performed in accordance with a system of engineering practices approved by a professional engineer duly licensed under the provisions of the licensure law.

**§2505. Services**

...

C. Licensees shall not affix their signatures or seals to any documents dealing with subject matters in which they lack competence, nor to any such document not prepared by them or under their **responsible charge**. **Responsible charge** requires a licensee to have client contact, provide internal and external financial control, oversee training of subordinates, and exercise control and supervision over all job requirements to include research, planning, design, field supervision and work product review. A licensee shall not contract with a non-licensed individual to provide these professional services. Other types of research, such as land title searches and material testing, may be contracted to a non-licensed individual, provided the licensee reviews the work. Licensees may affix their seal, signature and date to documents depicting the work of two or more licensees or other related design professionals provided that a note under the seal designates the specific subject matter for which each is responsible.

...

1. prior to the execution of the contract for the project, the firm obtains an authorization certificate from the board by filing, on a form approved by the board, a written disclosure on which it shall designate a professional engineer (professional of record) licensed in Louisiana to be in **responsible charge** of all engineering services offered and/or provided by the firm for such project.

**§2701. Seal and Signature**

...

**b. Responsible Charge**

- i. Documents will be deemed to have been prepared under the **responsible charge** of a licensee only when:
  - (a). the client or any public or governmental agency requesting preparation of such documents makes the request directly to the licensee or the licensee's employee as long as the employee works in the licensee's place(s) of business;



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- (b). the licensee supervises the initial preparation of the documents and has continued input into their preparation prior to their completion;
- (c). the licensee reviews the final documents; and
- (d). the licensee has the authority to and does make any necessary and appropriate changes to the final documents:
  - (i). if the documents are prepared outside the licensee's office, the licensee shall maintain all evidence of the licensee's **responsible charge** including correspondence, time records, check prints, telephone logs, site visit logs, research done for project, calculations, changes, and all written agreements with any persons preparing the documents outside of the licensee's office;
  - (ii). a licensee failing to maintain documentation of the items set forth above, when such are applicable, shall be considered to be in violation of R.S. 37:698(A)(6), and the licensee shall be subject to disciplinary action as set forth in the licensure law.
- ii. No licensee shall affix his/her seal or signature to documents developed by others not under his/her **responsible charge**, except:
  - (a). in the case of an individual Louisiana professional engineer checking and taking the professional responsibility for the work of an engineer who is not licensed in this state but is properly licensed in the jurisdiction of origin of such work, the Louisiana professional engineer shall completely check and have **responsible charge** of the work. Such **responsible charge** shall include possession of the sealed, signed and dated reproducible drawings, with complete sealed, signed and dated calculations indicating all changes;

283' bqt



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NSPE

Responsible charge is also defined in a National Society of Professional Engineers (NSPE) reference document, and copied below for convenience.

NSPE Position Statement No. 10-1778

- Defines “**responsible charge**” as the direct control and personal supervision of engineering work.
- The professional engineer in **responsible charge** is actively engaged in the engineering process, from conception to completion.
- Engineering decisions must be personally made by the professional engineer or by others over which the professional engineer provides supervisory direction and control authority.
- Reviewing drawings or documents after their completion without involvement in the design and development process appears not to satisfy the definition of **responsible charge**.

283' bqt



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**Engineering Disciplines**

An engineers initial area of practice (a.k.a. area of competency, discipline, or branch) is typically identified through NCEES P.E. examination and initial licensure. A licensee can take additional exams to be recognized in multiple disciplines. The Board keeps records of each licensee's recognized discipline(s) and a discipline name can be listed on a licensee's seal.

Licensees should only undertake assignments when competently qualified by education and experience in that technical field, and should not seal documents with subject matter outside their fields of practice. The Board can assess if a registrant is deemed competent in a specific technical field and require a licensee to pass an exam and/or interview.

Architects are allowed to perform incidental engineering work, as defined below.

**Rules of the Board**

**§701. Public and private work; application of provisions**

...

I. An architect as defined in R.S. 37:141(B) has a right to engage in certain activities that fall within the definition of the practice of engineering as defined in R.S. 37:682, but only to the extent such activities are necessarily **incidental** to the architect's practice of architecture as defined in R.S. 37:141(B). Such **incidental** engineering work is limited to minor mechanical, electrical, or civil-structural engineering work necessarily **incidental** to the architect's practice of architecture. The **incidental** engineering work shall be of a secondary nature and shall be substantially less in scope and magnitude when compared to the architectural portion of the work. **Incidental** engineering work includes additions, renovations, or alterations that do not require significant adjustments to the engineering calculations for the changes to the engineering systems or components. The **incidental** engineering work shall be safely and competently performed by the architect without jeopardizing the life, health, property, or welfare of the public. The **incidental** engineering work shall also satisfy all of the following conditions for new construction or additions:

- (1) For new construction, the total proposed occupant load for the new construction shall not exceed two hundred ninety-nine individuals for assembly



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occupancy and forty-nine individuals for all other occupancies. The occupant load shall be defined and determined by the method set forth in the currently enforced building code.

(2) For additions, the total proposed occupant load for the addition shall not exceed two hundred ninety-nine individuals for assembly occupancy and forty-nine individuals for all other occupancies. The occupant load shall be defined and determined by the method set forth in the currently enforced building code.

**§1901. Disciplines** A. Professional engineers will be issued licenses by the board as a professional engineer, and the board shall list a professional engineer in one or more of the **disciplines of engineering** approved by NCEES based on such individual having passed the examination in the principles and practice of engineering in such discipline(s).

**§2505. Services**

A. Licensees shall perform services only in the **area of their competence**.

B. Licensees shall undertake assignments only when **qualified by education or experience in the specific technical fields** of engineering or land surveying involved.

C. Licensees shall not affix their signatures or seals to any documents dealing with **subject matters in which they lack competence**, nor to any such document not prepared by them or under their responsible charge. ...

D. Licensees may accept an assignment outside of their **areas of competence** to the extent that their services are restricted to those phases of the project in which they are **qualified**, and to the extent that they are satisfied that all other phases of such project will be performed or supervised by other licensees, in which case they may then seal, sign and date the documents for the whole project.

E. In the event a question arises as to the **competence of a licensee in a specific technical field** which cannot be otherwise resolved to the board's satisfaction, the board, either upon request of the licensee or on its own volition, may require the licensee to take an appropriate examination or quiz or submit to an appropriate interview.



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Board FAQs

How can I be listed as a Structural Engineer?

An engineer that has passed the Structural I exam is listed as a Civil Engineer. An engineer that has passed both the Structural I and II exams by October 2010 is listed as a Structural (SE) and a Civil (CE) Engineer. Beginning with the April 2011 exams, passing the 16 hours of Lateral and Vertical Forces exams will qualify an engineer to be listed as a Structural (SE) Engineer.

283' bqt



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**Professional Conduct and Ethics**

The following laws and rules help define professional conduct and related requirements.

**Laws of the Board**

**§698. Disciplinary proceedings against licensees and certificate holders; procedure**

A. The board shall have the power to take disciplinary action against any licensee or certificate holder found by the board to be guilty of any of the following acts or offenses:

(1) Any fraud, deceit, material misstatement, or perjury or the giving of any false or forged evidence in applying for a license or certificate, or in taking any examination, or in applying for any renewal license or certificate provided for in this Chapter.

(2) Any fraud, deceit, gross negligence, material misrepresentation, gross incompetence, or gross misconduct in the practice of engineering or land surveying.

(3) Conviction of a felony or of any crime of moral turpitude or entry of 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.

(4) Conviction of any crime or entry of a plea of guilty or nolo contendere to any criminal charge an element of which is fraud or which arises out of such person's practice of engineering or land surveying.

(5) Conviction of any civil or criminal violation of, or entry of 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.

(6) Violation of any provision of this Chapter or any rules or regulations adopted and promulgated by the board.

(7) The refusal of the licensing authority of another state, territory, or district of the United States to issue or renew a license, permit, or certificate to practice engineering or land surveying, or the revocation, suspension, or any other disciplinary action imposed on a license, permit, or certificate issued by such licensing authority, on grounds other than nonpayment of a licensure fee, or a finding by such licensing authority that a person has engaged in the unlicensed practice of engineering or land surveying, provided that the reason for the action



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taken by the other licensing authority was recognized by the Louisiana board as a ground for disciplinary action at the time the action was taken.

(8) Providing false testimony before the board.

(9) Using a seal or stamp or engaging in any other act constituting the practice of engineering or land surveying, or violating any order or terms of probation imposed by the board, at a time when his license or certificate is suspended or revoked, or at a time when his license or certificate has been expired for more than ninety days, or at a time when he is in retired or inactive status as a board licensee.

(10) Failure to provide, within thirty calendar days of receipt of notice by certified mail, information or documents requested by the board relating to any alleged violation of this Chapter.

(11) The use of any advertising or solicitation which is false or misleading.

(12) Aiding or assisting another person in violating any provision of this Chapter or any rule or regulation adopted and promulgated by the board.

(13) Knowingly making or signing false statements, certificates, or affidavits in connection with the practice of engineering or land surveying.

(14) Declaration of insanity or incompetence by a court of competent jurisdiction.

(15) Presenting or attempting to use as one's own the license, certificate, seal, or stamp of another person.

(16) Using or attempting to use an expired, inactive, retired, or revoked license or certificate.

(17) Falsely impersonating any other licensee or certificate holder of like or different name.

(18) Practicing or offering to practice engineering or land surveying when not qualified.

(19) Violation of or noncompliance with any order, ruling, or decision of the board.

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B. For purposes of this Chapter, the term "disciplinary action" shall include but not be limited to reprimand, probation, suspension, revocation of license or certificate, refusal to renew license or certificate, or fine in an amount not to exceed five thousand dollars per violation.

C. The board shall have the power to take disciplinary action against a firm if one or more of its officers, directors, managers, employees, agents, or representatives violate any provision of this Chapter.

...



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**§700. Enforcement proceedings against other persons; procedure**

A. The board shall have the power to take enforcement action against any non-licensee or non-certificate holder found by the board to be guilty of any of the following acts or offenses:

(1) Practicing or offering to practice engineering or land surveying in the state of Louisiana without being licensed in accordance with the provisions of this Chapter.

(2) Presenting or attempting to use as one's own the license, certificate, seal, or stamp of another person.

(3) Any fraud, deceit, material misstatement, or perjury or the giving of any false or forged evidence in applying for a license or certificate, or in taking any examination.

(4) Falsely impersonating any licensee or certificate holder of like or different name.

(5) Using or attempting to use an expired, inactive, retired, or revoked license or certificate.

(6) Using or attempting to use a seal or stamp which is deceptively similar to the seals or stamps authorized by the board for use by its licensees.

(7) The use by any person of the words "engineer" or "engineering" or "land surveyor" or "land surveying" or any modification or derivative thereof in its name or form of business or activity except as licensed under this Chapter or in the pursuit of activities exempted by this Chapter.

(8) Falsely claiming that a person is licensed under this Chapter.

(9) Violation of any provisions of this Chapter or any rules or regulations adopted and promulgated by the board.

(10) Violation of or noncompliance with any order, ruling, or decision of the board.

(11) Failure to provide, within thirty calendar days of receipt of notice by certified mail, information or documents requested by the board relating to any alleged violation of this Chapter.

...

Rules of the Board

**§2501. Scope; Knowledge; Definition of Licensee**

A. In order to safeguard life, health and property, to promote the public welfare, and to establish and maintain a high standard of integrity and practice, the following rules



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of professional conduct shall be binding on every licensee. These rules of professional conduct deal primarily with the relationship between licensees and the public and should not be construed as a substitute for codes of ethics of the various professional and technical societies.

B. All licensees are charged with having knowledge of the licensure law and the rules of the board and shall be deemed to be familiar with their provisions and to understand them.

C. For purposes of this Chapter only, the term *licensee* shall mean any professional engineer, professional land surveyor, engineer intern, land surveyor intern, or firm holding a license or certificate issued by the board.

D. A licensee possessing personal knowledge of a violation of the licensure law or the rules of the board shall report such knowledge to the board in writing and shall cooperate with the board in furnishing such further information or assistance as it may require.

E. Licensees shall timely respond to all inquiries and correspondence from the board and shall timely claim correspondence sent to them from the board via the U.S. Postal Service or other delivery service.

F. Licensees shall be truthful in all communications with the board. Licensees shall not engage in any fraud, deceit or perjury, make any material misstatements, or submit any false or forged evidence, in connection with such communications.

**§2503. Licensees**

A. Licensees shall hold paramount the life, health, property and welfare of the public in the performance of their professional duties.

B. Licensees shall at all times recognize that their primary obligation is to protect the life, health, property, and welfare of the public. If their professional judgment is overruled by nontechnical authority, they will clearly point out the consequences, notifying the proper authority of any observed conditions which endanger public life, health, property and welfare.

C. Licensees shall approve and seal only those documents which are safe for public life, health, property, and welfare, which are complete and accurate, which are in conformity with accepted engineering and land surveying standards or practice, and which conform to applicable laws and ordinances.

1. Licensees shall comply fully with Chapter 27 (Use of Seals).

2. Except as permitted by §2701.A.3.b.ii, licensees shall not seal the work of or take the professional responsibility for any documents related to engineering or land surveying not performed by the licensee or under their responsible charge.



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3. Licensees shall not accept the responsibility for, nor review, revise, sign, or seal documents when such documents are begun by persons not properly licensed; or do any other act to enable anyone to evade the requirements of the licensure law.

D. Licensees shall submit to a client only that work prepared by the licensee or under their responsible charge; however, licensees, as third parties, may complete, correct, revise, or add to the work of another licensee or other related design professional, if allowed by Louisiana law, when engaged to do so by a client, provided:

1. the client furnishes the documentation of all such work submitted to him/her by the previous licensees or other related design professionals;
2. the previous licensees or other related design professionals are notified in writing by the licensee of the engagement referred to herein within five business days of acceptance of the engagement; and
3. all work completed, corrected, revised, or added to shall contain a notation describing the work done by the licensee now in responsible charge, shall have the seal and signature of the licensee affixed thereto, shall contain the date of execution, and shall become the responsibility of the licensee.

E. Licensees shall be objective and truthful in all professional reports, statements or testimony. Licensees shall include all relevant and pertinent information in such reports, statements or testimony.

F. When serving as an expert or technical witness before any court, commission, or other tribunal, licensees shall express an opinion only when it is founded upon adequate knowledge of the facts in issue, upon a background of technical competence in the subject matter, and upon honest conviction of the accuracy and propriety of the licensee's testimony.

G. Licensees shall issue no statements, criticisms, or arguments on engineering or land surveying matters connected with public policy which are inspired or paid for by an interested party or parties, unless the licensee has prefaced the comment by explicitly identifying the licensee's name, by disclosing the identities of any party or parties on whose behalf the licensee is speaking, and by revealing the existence of any pecuniary interest the licensee may have in the instant matter.

H. Licensees shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice or employment of another licensee, nor indiscriminately criticize another licensee's work in public. If the licensee believes that another licensee is guilty of misconduct or illegal practice, such information shall be presented to the board in a manner consistent with the



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requirement of those rules for reporting personal knowledge of rule or licensure law violations.

**§2505. Services**

- A. Licensees shall perform services only in the area of their competence.
- B. Licensees shall undertake assignments only when qualified by education or experience in the specific technical fields of engineering or land surveying involved.
- C. Licensees shall not affix their signatures or seals to any documents dealing with subject matters in which they lack competence, nor to any such document not prepared by them or under their responsible charge. Responsible charge requires a licensee to have client contact, provide internal and external financial control, oversee training of subordinates, and exercise control and supervision over all job requirements to include research, planning, design, field supervision and work product review. A licensee shall not contract with a non-licensed individual to provide these professional services. Other types of research, such as land title searches and material testing, may be contracted to a non-licensed individual, provided the licensee reviews the work. Licensees may affix their seal, signature and date to documents depicting the work of two or more licensees or other related design professionals provided that a note under the seal designates the specific subject matter for which each is responsible.
- D. Licensees may accept an assignment outside of their areas of competence to the extent that their services are restricted to those phases of the project in which they are qualified, and to the extent that they are satisfied that all other phases of such project will be performed or supervised by other licensees, in which case they may then seal, sign and date the documents for the whole project.
- E. In the event a question arises as to the competence of a licensee in a specific technical field which cannot be otherwise resolved to the board's satisfaction, the board, either upon request of the licensee or on its own volition, may require the licensee to take an appropriate examination or quiz or submit to an appropriate interview.
- F. Firms may offer and/or provide a combination of engineering and construction services in connection with a design-build project in Louisiana without obtaining a firm license from the board, provided that:
  - 1. prior to the execution of the contract for the project, the firm obtains an authorization certificate from the board by filing, on a form approved by the board, a written disclosure on which it shall designate a professional engineer (professional of



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record) licensed in Louisiana to be in responsible charge of all engineering services offered and/or provided by the firm for such project;

2. the professional of record and an officer of the firm sign the written disclosure submitted to the board, identifying the professional of record's role in the project and certifying that the professional of record will be in responsible charge of all engineering services offered and/or provided by the firm for the project;

3. all engineering services offered and/or provided by the firm for the project are performed by or under the responsible charge of the professional of record; and

4. in the event such professional of record's services terminate with respect to the project or his/her role in the project otherwise changes, then within five business days:

a. both the firm and the professional of record shall notify the board in writing of such termination or change; and

b. the firm shall file with the board a new written disclosure designating a new professional of record employed by the firm and licensed in Louisiana to be in responsible charge of all engineering services offered and/or provided by the firm for such project.

**§2507. Conflicts of Interest**

A. Licensees shall further act in professional matters for each employer or client as faithful agents or trustees and shall avoid conflicts of interest.

B. Licensees shall disclose all known or potential conflicts of interest to their employers or clients by promptly informing them of any business association, interest, or other circumstances which could influence their professional judgment or the quality of their professional services.

C. Licensees shall not accept compensation, financial or otherwise, from more than one party for professional services on the same project, or for professional services pertaining to the same project, unless the circumstances are fully disclosed to, and agreed to, by all interested parties.

D. Licensees shall not solicit or accept, directly or indirectly, benefits of any substantial nature or significant gratuity, from any supplier of materials or equipment, or from contractors, their agents, servants or employees or from any other party dealing with the client or employer of the licensee in connection with any project on which the licensee is performing or has contracted to perform professional services.

E. When in public service as a member, advisor or employee of a governmental body or agency, or under contract to provide consultation, advice, technical reviews and recommendations to a governmental body or agency, licensees shall not



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participate in considerations or actions with respect to professional services provided by them or their organization to that governmental body or agency or to any other person.

F. Licensees shall not solicit nor accept professional services from a governmental body or agency of which the licensee or a principal, officer or employee of the licensee's firm serves as a member, employee, consultant, contractor or representative, except upon public disclosure of all pertinent facts and circumstances and consent of all parties.

G. Licensees shall not attempt to supplant another licensee in a particular engagement after becoming aware that the other has been selected for the engagement.

**§2509. Improper Solicitation**

A. Licensees shall avoid improper solicitation of professional employment or services.

B. Licensees shall not falsify or permit misrepresentation or exaggeration of:

1. the licensee's or any associate's academic or professional qualifications;
2. the licensee's degree of responsibility in or for the subject matter of prior work; or
3. pertinent facts concerning employers, employees, associates or joint ventures, of the licensee's or his/her firm's past accomplishments.

C. Licensees shall not pay nor offer to pay, directly or indirectly, any commission, or gift, or other valuable consideration in order to secure work, except under the following circumstances:

1. securing salaried positions through employment agencies; or
2. as a bona fide employee, or a bona fide established commercial marketing agency retained by them.

**§2511. Conduct of Advertising**

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A. Licensees shall not make exaggerated, misleading, deceptive or false statements or claims about professional qualifications, experience or performance in brochures, correspondence, listings, websites, or other public communications.

B. The prohibitions listed in Subsection A include, but are not limited to:

1. the use of statements containing a material misrepresentation of fact;
2. omitting a material fact necessary to keep the statement from being misleading;
3. the use of statements intended or likely to create an unjustified expectation; and
4. the use of statements containing a prediction of future success.



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- C. Consistent with the foregoing, licensees may advertise for recruitment of personnel.
- D. Consistent with the foregoing, licensees may prepare articles for the lay or technical press. Such articles shall not imply credit to the author for work performed by others.

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**Sign and Seal Requirements**

Engineering seal and signature requirements are found in Rules of the Board. Here are highlights that may differ from requirements in other states:

- Seal outer diameter 1.625" or 2"
- Hand signature and date can be adjacent to or across the seal
- Ink color not specified
- Acceptable forms of signature:
  - Original hand sign and seal (rubber stamp, embossed, or printed seal image)
  - Digital/electronic signature requirements:
    - Digital seal image
    - Properly encrypted
    - Transmitted in a secure mode
    - Signature not able to be copied or modified by others
    - Adobe, Bluebeam, & DocuSign e-signatures appear acceptable
- Drawings are to be sealed on each sheet.
  - An engineer responsible for the whole project can seal the first page or title sheet
  - Record drawings do not require sealing
- Specifications, reports, and calculations:
  - Seal first sheet or title page



**Laws and Rules**

The following is a copy-paste of the relevant laws and rules:

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**Laws of the Board**

**§694. Application for licensure or certification; fees**

...  
Electronic signatures are acceptable, if properly encrypted.



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Rules of the Board

**§105. Definitions**

...

**Seal**—a symbol, image, or list of information that may be found in the form of a rubber stamp, computer-generated data, or other form found acceptable to the board that is applied or attached to a document in a manner consistent with the board's rules on use of seals.

**Signature**—handwritten or digital as follows:

- a. a handwritten message identification containing the name of the person who applied it; or
- b. a digital representation of a person's handwritten signature.

**§2701. Seal and Signature**

A. The following rules for the use of seals to identify work performed by a professional engineer or professional land surveyor shall be binding on every licensee.

1. Seal Possession

- a. Each professional engineer or professional land surveyor, upon licensure, shall obtain an official seal.
- b. Firms are not authorized to possess or use seals.
- c. In the case of a temporary permit issued to a licensee of another state, territory, or possession of the United States, or the District of Columbia, the licensee shall affix the seal of his/her jurisdiction of licensure, his/her signature, the date of execution, and his/her Louisiana temporary permit number to all of his/her work.

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2. Seal Design and Signature Requirements

- a. The design of the seal shall have the following minimum information:
  - i. "State of Louisiana";
  - ii. licensee's name;
  - iii. license number;
  - iv. "Professional Engineer" or "Professional Engineer in \_\_\_\_\_ Engineering," or "Professional Land Surveyor."



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Seals issued prior to promulgation of these rules may use the word "registered" in lieu of "licensed". If a seal is replaced, the new seal shall use the word "licensed" in lieu of "registered".

- b. Indicated below is a sample of the seal design authorized by the board.
- c. Seals of two sizes are acceptable:
  - i. 1-5/8 inch seal commonly used in pocket seals; and
  - ii. 2-inch seal commonly used in desk seals.
- d. Rubber seals of the same design and size are acceptable for use.
- e. Computer-generated seals of the same design and size may be used.
- f. A seal must always be accompanied by the licensee's signature and date. The signature and date must be placed adjacent to or across the seal.



3. Seal Responsibility

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- a. The application of the licensee's seal, signature, and date shall constitute certification that the work thereon was done by the licensee or under his/her responsible charge. The licensee shall be personally and professionally responsible and accountable for the care, custody, control and use of his/her seal, professional signature and identification. A seal which has been lost, misplaced or stolen shall, upon discovery of its loss, be reported immediately to the board by the licensee. The board may invalidate the license number of said licensee, if it deems this necessary, and issue another license number to the licensee.



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b. Responsible Charge

i. Documents will be deemed to have been prepared under the responsible charge of a licensee only when:

- (a) the client or any public or governmental agency requesting preparation of such documents makes the request directly to the licensee or the licensee's employee as long as the employee works in the licensee's place(s) of business;
- (b) the licensee supervises the initial preparation of the documents and has continued input into their preparation prior to their completion;
- (c) the licensee reviews the final documents; and
- (d) the licensee has the authority to and does make any necessary and appropriate changes to the final documents:

(i) if the documents are prepared outside the licensee's office, the licensee shall maintain all evidence of the licensee's responsible charge including correspondence, time records, check prints, telephone logs, site visit logs, research done for project, calculations, changes, and all written agreements with any persons preparing the documents outside of the licensee's office;

(ii) a licensee failing to maintain documentation of the items set forth above, when such are applicable, shall be considered to be in violation of R.S. 37:698(A)(6), and the licensee shall be subject to disciplinary action as set forth in the licensure law.

ii. No licensee shall affix his/her seal or signature to documents developed by others not under his/her responsible charge, except:

(a) in the case of an individual Louisiana professional engineer checking and taking the professional responsibility for the work of an engineer who is not licensed in this state but is properly licensed in the jurisdiction of origin of such work, the Louisiana professional engineer shall completely check and have responsible charge of the work. Such responsible charge shall include possession of the sealed, signed and dated reproducible drawings, with complete sealed, signed and dated calculations indicating all changes;

(b) certification of standard plans which were initially prepared, sealed and signed by an engineer who is not licensed in this state but is properly licensed in the jurisdiction of origin of such plans. Such plans may then be reviewed by a Louisiana professional engineer for code conformance, design adequacy, and site adaptation for the specific application within Louisiana. The Louisiana professional engineer assumes responsibility for such plans. The plans, which already bear the seal and signature of the engineer who is not licensed in this state but is properly licensed in the jurisdiction of origin of such plans, shall also



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be sealed, signed and dated by the Louisiana professional engineer who is assuming responsibility. In addition to the Louisiana professional engineer's seal, signature and date, a statement shall be included on the plans as follows:  
"These standard plans have been properly examined by me, the undersigned Louisiana professional engineer. I have determined that these plans comply with all applicable Louisiana codes and have been properly site adapted to use in this area."

(c). certification of standard plans, including special details, which were initially prepared by the Department of Transportation and Development and signed and dated by such agency's chief engineer, but which are not for use on such agency's projects. Such plans may then be reviewed by another professional engineer for code conformance, design adequacy, and site adaptation for the specific application. The other professional engineer assumes responsibility for such plans. The plans, which already bear the signature of the agency's chief engineer, shall be sealed, signed and dated by the other professional engineer who is assuming responsibility. In addition to the other professional engineer's seal, signature and date, a statement shall be included on the plans as follows:  
"These standard plans have been properly examined by me, the undersigned professional engineer. I have determined that these plans comply with all applicable codes and have been properly adapted to use on this project."

(d). certification of single family residential design plans for conformance with applicable state and local building codes. Such plans shall be sealed, signed and dated by the professional engineer who is making such certification. In addition to the professional engineer's seal, signature and date, a statement shall be included on the plans as follows:  
"These single family residential design plans have been properly examined by me, the undersigned professional engineer. I have determined that these plans comply with the following applicable codes for the jurisdiction in which the residence is to be located (check all that apply):  structural;  mechanical;  electrical;  plumbing."

#### 4. Seal Use

##### a. Completed Work

i. Professional engineers shall affix their seal, sign their name, and place the date of execution on all engineering documents that have been issued by them to a client or any public or governmental agency as completed work.



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(a). In the case of an individual who has been granted a temporary permit to practice engineering in Louisiana, the individual shall affix the seal from his/her jurisdiction of licensure, his/her signature, the date of execution, and his/her Louisiana temporary permit number to the completed work.

ii. Professional land surveyors shall affix their seal, sign their name, and place the effective date on all land surveying documents that have been issued by them to a client or any public or governmental agency as completed work. For purposes of this §2701.A.4.a.ii, *effective date* is defined as the date the professional land surveyor certifies that the land surveying document represents his/her work.

iii. Drawings and Plats

(a). In the case of multiple sealings, the first sheet or title page of each document shall be sealed, signed and dated by the licensee(s) in responsible charge of the whole project. In addition, each other sheet shall be sealed, signed and dated by the licensee(s) in responsible charge of the work on that sheet.

iv. Specifications, Reports, Design Calculations and Information

(a). In the case of specifications, reports, design calculations and information of multiple pages, the first sheet or title page of each document shall be sealed, signed and dated by the licensee(s) in responsible charge of the whole project.

v. Compiled As-Built Record Drawings

(a). The preparation of compiled engineering as-built record drawings is not considered to be the practice of engineering and such drawings are not required to be sealed or signed by a professional engineer. If the professional engineer was in responsible charge of the original underlying engineering work, he/she should (in lieu of a seal) include on the title page of the compiled engineering as-built record drawings a disclaimer (with date) which incorporates the following:

These compiled engineering as-built record drawings are a compilation of a copy of the original sealed engineering design drawings for this project, modified by addenda, change orders and information furnished by the contractor or others associated with the construction of the project. The information shown on these compiled engineering as-built record drawings that was provided by the contractor and/or others cannot be verified for accuracy or completeness. The compilation of this information does not relieve the contractor or others of responsibility for errors resulting from incorrect, incomplete or omitted data on their as-built record drawings - nor does it relieve them of responsibility for non-conformance with the original contract documents. The original sealed engineering drawings are on file in the offices of (name of professional engineer).



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(b). The preparation of compiled land surveying as-built record drawings is considered to be the practice of land surveying, and such drawings are required to be sealed, signed and dated by a professional land surveyor. Compiled land surveying as-built record drawings must also contain notes identifying the sources of the data and a disclaimer stating whether or not the professional land surveyor has verified the data.

b. Preliminary Work

i. All preliminary documents shall be marked in large bold letters with one or more of the following statements:

(a). "Preliminary—Not For Construction";

(b). "Preliminary—For Permit Purposes Only";

(c). "Preliminary—For Review Only"; or

(d). "Preliminary—Not For Recordation, Conveyances or Sales".

ii. Preliminary documents are not required to have the licensee's seal, signature and date affixed, but must bear the name and license number of the licensee, and the name of the licensee's firm, if applicable.

c. Exempt Work

i. No seal or signature shall be required in any of the following situations:

(a). on any sewage facility project in which the estimated number of gallons of sewage affected does not exceed 3,000 per day, as calculated by the governmental body or agency reviewing the project;

(b). on any water facility project in which the estimated number of gallons of water affected does not exceed 3,000 per day, as calculated by the governmental body or agency reviewing the project; provided that such project does not cause a change in treatment, chemical addition, or any other process affecting either the quality or quantity of water being produced;

(c). on any project for the construction of individual or private water wells;

(d). on any project involving both water and sewage facilities in which the estimated number of gallons of water affected does not exceed 3,000 per day and the estimated number of gallons of sewage affected does not exceed 3,000 per day, as calculated by the governmental body or agency reviewing the project; or

(e). on any project involving the in-kind replacement of water or sewage facilities in which the estimated number of gallons of water affected does not exceed 3,000 per day and the estimated number of gallons of sewage affected does not exceed 3,000 per day, as calculated by the governmental body or agency reviewing the project.



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ii. No seal shall be required on standard plans, including special details, which are prepared by the Department of Transportation and Development and signed and dated by such agency's chief engineer for use on such agency's projects.

5. Electronic Transmission

a. Documents which require a seal may be transmitted electronically provided the seal, signature and date of the licensee are transmitted in a secure mode that precludes the seal, signature and date being reproduced or modified.

b. Originally-sealed documents which no longer require a seal may be transmitted electronically but shall have the seal removed before transmitting and shall have the following inserted in lieu of the seal, signature and date:  
"This document was originally issued and sealed by (name of licensee and license number) on (date of sealing). This document should not be considered a completed work."

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### **Continuing Education**

Per Rules of the Board 3105, the following continuing education is required every calendar year (although there is a 2-year renewal period), where PDH is a professional development hour:

- Minimum 15 PDH per year (30 PDH per biennium)
- Minimum 1 PDH per year in professional ethics
- Minimum 4 PDH per year in Life Safety Code, building codes, and/or Americans with Disabilities Act Accessibility Guidelines (for engineers designing, reviewing, or approving building or building system related plans)
- Acceptable course/activity content:
  - Facilitates the registrant's professional development as a professional engineer
  - Subject matter which is technical in nature
  - Business management practices, professional ethics, quality assurance, codes or other similar topics
  - Serves to safeguard life, health, property and promote the public welfare
- Board does NOT pre-approve providers or specific courses for engineering
- Maximum 8 PDH in any single calendar day
- Maximum 7 PDH carried over to next year
- Utilize Board provided tracking log
- Retain PDH records for minimum 6 years
- Renewal date March 31 or September 30 based on year and date of licensure

### **Laws and Rules**

Here is a copy-paste of the relevant laws and rules:

### **Rules of the Board**

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#### **§697.1. Continuing professional development for professional engineers and land surveyors**

Professional engineers and professional land surveyors may, by rule of the board, be required to earn annually up to fifteen hours of board-approved continuing professional development.



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**§3101. Introduction**

A. This Chapter provides for a continuing professional development program to ensure that all individual licensees are informed of those technical and professional subjects necessary to safeguard life, health and property and promote the public welfare. Every individual licensee shall meet the continuing professional development requirements of this Chapter as a condition for licensure and licensure renewal.

B. The primary purpose of licensing for professional engineers and professional land surveyors is to help protect the public from unqualified or unethical practitioners. The requirement for continuing professional development is also intended to help protect the public by reinforcing the need for lifelong learning in order to stay more current with changing technology, equipment, procedures, processes, tools, and established standards. This Chapter provides flexibility in selecting among a broad range of activities that are intended to strengthen or maintain competency in technical, managerial (business) or ethical endeavors. Licensees are encouraged to select meaningful continuing professional development activities which will be of benefit in the pursuit of their chosen fields.

**§3103. Definitions**

A. Terms used in this Chapter are defined as follows.

*Acceptable Activity*—subject matter which is technical in nature or addresses business management practices, professional ethics, quality assurance, codes or other similar topics which facilitate the licensee's professional development as a professional engineer or professional land surveyor, and/or serves to safeguard life, health and property and promote the public welfare. Any course/activity offered by a board-approved sponsor/provider will qualify as an acceptable activity. It will be the responsibility of the licensee to determine if a course/activity offered by an unapproved sponsor/provider is an acceptable activity. 2833bqt

*Board-Approved Sponsor/Provider*—the Louisiana Engineering Society; the Louisiana Society of Professional Surveyors; professional and technical engineering or land surveying societies; federal, state or local governmental agencies; and colleges or universities. All sponsors/providers must conduct courses which will enhance and improve a licensee's professional development as a professional engineer or professional land surveyor, and/or serve to safeguard life, health and property and promote the public welfare.



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*Continuing Education Unit*—a unit of credit customarily used for continuing education courses. One continuing education unit equals 10 hours of in-class time in approved continuing education courses.

*Continuing Professional Development (CPD)*—the educational process whereby a licensee engages in a continuing program to maintain, improve or expand skills and knowledge.

*Course/Activity*—any program with a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to the licensee's field of practice.

*Dual Licensee*—an individual who is licensed as both a professional engineer and professional land surveyor.

*Licensure Status*—

- a. *active status*—a licensure status as defined in §2103;
- b. *expired status*—a licensure status as defined in §2103;
- c. *inactive status*—a licensure status as defined in §2103;
- d. *retired status*—a licensure status as defined in §2103.

*Professional Development Hour (PDH)*—a nominal contact hour of instruction, presentation, or activity.

### **§3105. Requirements**

A. Every professional engineer, including those listed in two or more disciplines, is required to earn 15 PDHs per calendar year in engineering-related acceptable activities. Professional engineers may not earn more than 8 PDHs within a single calendar day.

1. At least one of the PDHs per calendar year shall be earned in professional ethics. Professional ethics concerns the standard of professional conduct and responsibility required of a professional engineer.
2. At least four of the PDHs per calendar year shall be earned in *Life Safety Code*, building codes and/or Americans with Disabilities Act Accessibility Guidelines by every professional engineer who designs buildings and/or building systems or reviews and/or approves plans for buildings and/or building systems in Louisiana during such calendar year.

B. Every professional land surveyor is required to earn 8 PDHs per calendar year in land surveying-related acceptable activities.

1. At least one of the PDHs per calendar year shall be earned in professional ethics. Professional ethics concerns the standard of professional conduct and responsibility required of a professional land surveyor.



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2. At least one of the PDHs per calendar year shall be earned in the standards of practice for boundary surveys in Louisiana.

C. Each dual licensee is required to earn 15 PDHs per calendar year; however, at least one-third of the required PDHs for each calendar year shall be earned separately for each profession.

1. At least one of the PDHs per calendar year shall be earned in professional ethics. Professional ethics concerns the standard of professional conduct and responsibility required of a professional engineer and/or professional land surveyor.

2. At least one of the PDHs per calendar year shall be earned in the standards of practice for boundary surveys in Louisiana.

3. At least four of the PDHs per calendar year shall be earned in *Life Safety Code*, building codes and/or Americans with Disabilities Act Accessibility Guidelines by every professional engineer who designs buildings and/or building systems or reviews and/or approves plans for buildings and/or building systems in Louisiana during such calendar year.

D. Excess PDHs

1. If a licensee exceeds his/her annual requirement of PDHs, up to a maximum of 7 PDHs may be carried forward into the subsequent calendar year.

2. Excess PDHs may include, without limitation, those earned in professional ethics, the standards of practice for boundary surveys in Louisiana, *Life Safety Code*, building codes and/or Americans with Disabilities Act Accessibility Guidelines.

E. Licensees will be required to verify compliance with these CPD requirements at the end of each of their biennial licensure renewal periods.

F. As used in this Section, the phrase *designs buildings and/or building systems* shall mean the design of and/or specifications for any component of any building and/or building system including but not limited to architectural engineering design, site work, foundations, structural, electrical, mechanical, fire protection system, communications and associated appurtenances.

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### **§3109. Exemptions**

A. A licensee may be exempt from the CPD requirements in this Chapter for any one or more of the following reasons.

1. New licensees shall be exempt from the CPD requirements during the calendar year in which they are licensed.

2. Licensees serving on active duty in the United States military for a period of time exceeding 180 consecutive days in a calendar year shall be exempt from the CPD requirements during that calendar year.



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3. Licensees experiencing disability, serious illness, or serious injury of a nature and duration which prevent them from satisfying the CPD requirements during a calendar year may be granted an exemption from such requirements for said year. Supporting documentation, such as a signed letter from a physician who has treated the disability, illness or injury, is required. This documentation shall be on the letterhead of the physician, shall set forth the nature of the disability, illness or injury and the period of time under treatment by the physician, and shall contain a statement by the physician as to any limitations placed upon the licensee which impaired his/her ability to satisfy the CPD requirements. This exemption may only be granted for one calendar year at a time.
4. Licensees working in a location for more than 180 days in a calendar year where compliance with the CPD requirements is impractical due to location, working hours, mail restrictions, etc., may be granted an exemption from such requirements for said calendar year. Supporting documentation, such as a signed letter from the licensee's employer, is required. This documentation shall be on the letterhead of the employer, shall set forth both the location and the period of time in which the licensee has been working outside of the United States, and shall contain a statement by the employer as to why it was impractical for the licensee to satisfy the CPD requirements.
5. Licensees who certify their licensure status as inactive on their biennial licensure renewal form shall be exempt from the CPD requirements until their next licensure renewal. In the event such licensee subsequently elects to reactivate his/her inactive license to active status, he/she must meet the requirements set forth in §3121.
6. Licensees who certify their licensure status as retired on their biennial licensure renewal form shall be exempt from the CPD requirements until their next licensure renewal. In the event such licensee subsequently elects to reactivate his/her retired license to active status, he/she must meet the requirements set forth in §3121.

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**§3111. Determination of Credit**

- A. PDHs may be earned as indicated in §3113 for the following activities:
1. successful completion of college courses, correspondence courses, continuing education courses, seminars, tutorials, and short courses, and/or by teaching/instructing these items;
  2. attending or presenting qualifying seminars; in-house courses sponsored by corporations, governmental agencies or other organizations; workshops; or professional/technical presentations made at meetings, conventions, or conferences;



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3. obtaining teaching credit for teaching/instructing or presenting. To obtain credit for teaching/instructing or presenting, licensees must be able to document that research and preparation were necessary, such as in the case of first-time teaching;
  4. membership in engineering and land surveying professional associations or technical societies;
  5. authoring and publishing articles/papers in engineering or land surveying journals; or authoring and publishing books related to engineering or land surveying;
  6. obtaining patents;
  7. formal, documented problem preparation for NCEES or state professional engineering or land surveying exams;
  8. serving as thesis directors for students pursuing a masters or doctoral degree in engineering; and
  9. serving on technical committees that are assisting federal, state or local governmental agencies in developing standards related to engineering or land surveying.
- B. PDHs may not be earned through informal, non-structured activities such as reading technical journals.
- C. The board has final authority with respect to the acceptability of activities, PDH credit, PDH value for activities, and other methods of earning PDH credit. PDH credit for acceptable college or correspondence courses may be based upon course credit established by the college or school.
- D. Selection of activities is the responsibility of the licensee.

**§3113. Units**

- A. The conversion of other units of credit to PDHs is as follows:
1. one college or unit semester hour = 45 PDHs;
  2. one college or unit quarter hour = 30 PDHs; 283' bqt
  3. one continuing education unit = 10 PDHs.
- B. PDH credit will be awarded as follows:
1. fifty contact minutes of verified attendance at an activity in accordance with §3111.A.1-2, or problem preparation for a NCEES or state professional engineering or land surveying exam in accordance with §3111.A.7 = one PDH. A maximum of five PDHs will be allowed per calendar year for problem preparation;
  2. membership in an engineering or land surveying professional association or technical society in accordance with §3111.A.4 = one PDH per calendar year for



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each association or society. A maximum of two PDHs will be allowed per calendar year for all such memberships;

3. teaching/instructing or presenting an activity in accordance with §3111.A.1-3 = twice the PDHs allowed for attending the activity. A maximum of 15 PDHs will be allowed per calendar year for teaching, instructing and presenting;

4. authoring and publishing a peer reviewed (refereed) article/paper in an engineering or land surveying journal, or authoring and publishing a peer reviewed (refereed) book related to engineering or land surveying, in accordance with §3111.A.5 = 5 PDHs per calendar year for all such articles/papers or books;

5. authoring and publishing a non-peer reviewed (non-refereed) article/paper in an engineering or land surveying journal in accordance with §3111.A.5 = 3 PDHs per calendar year for all such articles/papers;

6. obtaining a patent in accordance with §3111.A.6 = 10 PDHs for each patent;

7. serving as a thesis director for a student pursuing a masters or doctoral degree in engineering in accordance with §3111.A.8 = 1 PDH per hour of thesis credit. A maximum of 5 PDHs will be allowed per calendar year for all such students;

8. serving on a technical committee that is assisting federal, state or local governmental agencies in developing standards related to engineering or land surveying in accordance with §3111.A.9 = 1 PDH per 50 contact minutes of attendance at a committee meeting. A maximum of 5 PDHs will be allowed per calendar year for service on all of such committees.

### **§3115. Record Keeping**

A. All licensure renewals will require the completion and submission of a biennial licensure renewal form. By completing and submitting this form, the licensee is certifying that he/she has met all requirements for licensure renewal, including CPD requirements. This form will also contain an affirmation which must be completed if the licensee desires to change his/her licensure status. 2837bqt

B. All licensees are required to obtain and maintain certificates, transcripts or other proof of attendance/completion substantiating any PDHs earned. Such certificates, transcripts or other proof should include, at a minimum, the dates and titles/descriptions of the courses/activities, the names of the sponsors/providers, the licensee's name, and the number of PDHs earned.

C. All licensees are required to maintain a board-approved professional development activity log outlining all PDHs claimed during a calendar year.

Licensees must complete all sections of the log and be prepared to submit the



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completed log and any corresponding documentation to the board upon request. Blank log forms can be obtained from the board's website.

D. Maintaining records to be used to support PDHs claimed is the responsibility of the licensee. These records must be maintained for at least six consecutive calendar years and copies may be requested by the board at any time.

**§3117. Audit and Review of Records**

A. The board may request, at any time, that a licensee provide proof of compliance with all CPD requirements.

B. Additionally, the board will conduct random audits twice per year in connection with impending biennial licensure renewals of up to 30 percent of all board licensees renewing in that calendar year. A license will not be renewed and will be deemed to have expired, unless the licensee provides proof of compliance with all CPD requirements and there are no discrepancies or deficiencies discovered.

C. The board will require that all licensees against whom formal disciplinary charges are pending in Louisiana provide proof of compliance with all CPD requirements.

D. Should a licensee fail to provide proof of compliance with all CPD requirements, or if discrepancies or deficiencies are discovered as the result of any of the requests/audits provided for in §3117.A-C, the licensee will be deemed not in compliance with the CPD requirements of the board.

**§3119. Failure to Comply**

A. When a licensee is deemed not in compliance with the CPD requirements of the board, the licensee will be so notified and will be given 120 days to satisfy the CPD requirements. The licensee must provide documented evidence of compliance, accompanied by payment of an administrative fee of \$200. Failure to comply will subject the licensee to disciplinary action as provided in the licensure law.

B. PDHs earned and used to satisfy a not-in-compliance situation may not also be used to satisfy the CPD requirements for the current calendar year.

**§3121. CPD Reactivation**

A. To become reactivated to an active status, a licensee in an expired, inactive, or retired status must have earned all PDHs which he/she would have been required to earn if he/she had been in an active status during the previous two calendar years as provided in §3105.

Board PDH Activity Log



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		<b>Louisiana Professional Engineering and Land Surveying Board</b> <b>Professional Development Hour (PDH) Activity Log</b> <small>9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809 * Office: (225) 925-6291 * Fax: (225) 925-6292 * www.lapels.com</small>				
		<b>PLEASE READ ALL INSTRUCTIONS &amp; NOTES BEFORE COMPLETING THIS FORM.</b> <small>All activities must be relevant to the practice of engineering or land surveying and may include technical, ethical, or managerial content. This form may be duplicated if necessary. The licensee must maintain documentation of all Continuing Professional Development (CPD) activities detailed below. Documentation will be required if you are selected for audit.</small>				
Name		P.E. License Number		P.L.S. License Number		
<b>Life Safety Code:</b> 1. select one _____ designed buildings and/or building systems in Louisiana since my last renewal. 2. select one _____ have 4 PDH's of Life Safety Code, building codes, and/or Americans with Disabilities Act Accessibility Guidelines for the calendar year(s) when I designed buildings or building systems in Louisiana.						
Date Earned [MM/DD/YYYY]	Sponsor / Provider	Location: City and State	Title / Description of Activity	Content Choose from Drop Down Menu	Documentation Received (certificate, agenda, etc.)	Number of PDHs Earned
The CPD credits listed herein are true and correct, and accurately state the professional development hours I have earned. I understand that I must make available all supporting documentation if requested by the Board. SIGNATURE: _____ DATE: _____					Total PDHs Earned:	0.00

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**Helpful References**

*Louisiana Professional Engineering and Land Surveying Board (LAPELS)*

General website: <https://www.lapels.com/>

License renewal: <https://www.lapels.com/Renewals.html>

Laws & Rules: <https://www.lapels.com/LawsRules.html>

Laws of the Board: [https://www.lapels.com/docs/Laws\\_and\\_Rules/Board\\_Laws.pdf](https://www.lapels.com/docs/Laws_and_Rules/Board_Laws.pdf)

Rules of the Board: [https://www.lapels.com/docs/Laws\\_and\\_Rules/Board\\_Rules.pdf](https://www.lapels.com/docs/Laws_and_Rules/Board_Rules.pdf)

Continuing Ed.: <https://www.lapels.com/CPD.html>

CDP Logs: <https://www.lapels.com/CPD.html>

FAQs: <https://www.lapels.com/faq.html>

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