

RECIPROCITY/EXAMINATION ENDORSEMENT AGREEMENT

Louisiana State Licensing Board for Contractors

LSLBC

Important Information for Out-of-State
Contractors Seeking Reciprocity in
Louisiana

Reciprocity and Examination Endorsement Agreements



These agreements between the Louisiana State Licensing Board for Contractors and Boards from other states allow an out-of-state contractor to receive credit in Louisiana for approved classifications held with their reciprocal Board without taking the Louisiana trade exam.

In addition, the agreements allow out-of-state contractors to be exempted from the statutory 60-day waiting period between the date of receipt of the application and actual license issuance.

Contractors seeking to work in Louisiana based on these agreements must obtain a Louisiana state license before bidding, signing contracts or performing work.

The following information includes:

- an explanation of the reciprocity process
- the verification form
- a chart which indicates the classifications for which a reciprocal candidate can apply.

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For Out-of-State Contractors Applying in Louisiana Based on Reciprocity or Examination Endorsement Agreements



The contractor must:

- ✓ **Not** have been sanctioned by the Board of the reciprocal state for the past three years for violations of their contractor licensing laws.
- ✓ Meet all other requirements for licensure by the Louisiana State Licensing Board for Contractors, as follows:
 - a. Submit:
 - an **original** completed, signed and notarized Commercial and/or Residential [application](#), as applicable. The qualifying party must be the same qualifying party as for the reciprocal state. *(If the contractor currently holds a Louisiana license, they will instead need to submit an [Adding a Classification to an Existing License](#) form, and/or an [Adding a Qualifying Party to an Existing License](#) form, and/or an [Application for Qualifying Party](#), as applicable.)*
 - all of the required application, examination, and/or other **fees** as explained on the application(s) and/or form(s).

b. Send the “*Request for Verification of License*” form included in this document to the Board for the state in which you are currently licensed. Afterwards, send the completed form or their verification letter to this Board. Please note that some states may choose to send the verification directly to the Louisiana board via email.

After Applying in Louisiana

Once we have received the application and all required documents and fees, your reciprocity request will be considered by the Board at the next scheduled Board Meeting. If approved by the Board, your Qualifying Party will **NOT** have to take the trade exam, and/or you will be exempted from the 60-day waiting period for out-of-state contractors.

The **Business and Law** exam must be taken and passed by all applicants before the license can be issued. After we receive your application, you will be sent instructions on how to take the exam, which will be taken remotely at your own computer.

*FOR MORE
INFORMATION
REGARDING
RECIPROCAL
REQUESTS FOR
OUT-OF-STATE
APPLICATIONS
FOR A
LOUISIANA
LICENSE
CONTACT:*

Tarah Revette
1.800.256.1392
225.765.2301 x210
trevette@lsibc.louisiana.gov



REQUEST FOR VERIFICATION OF LICENSE

Instructions to Applicant: Complete the information in the section immediately below only and submit this form to the Board for the state in which you are licensed. Then return the original signed copy of this form to the address above, along with the completed Commercial and/or Residential Application, or with a completed Adding A Classification to an Existing License form, and/or an Adding a Qualifying Party to an Existing License form, and/or an Application for Qualifying Party, as applicable.

TO BE FILLED OUT BY APPLICANT

Company Name/Individual Name:			
Address:	City:	State:	Zip Code:
Telephone #:	Fax #:	E-Mail Address:	
Name of Contact:			

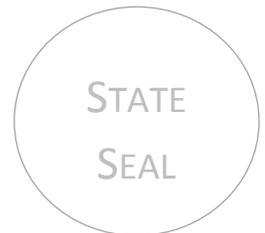
VERIFICATION OF LICENSE

Instructions for Verifying State: The above named applicant has submitted an application for a contractor's license with this Board. Please complete the following and return this form to the applicant. If additional space is needed, please use additional pages.

Company/Individual Name: _____				
License # _____ Type of Firm: Corporation _____ LLC _____ Partnership _____ Sole Proprietor _____				
Original Issuance Date: _____ Expiration Date: _____ Current Status (Current/Inactive/Expired) _____				
If Sole Proprietor/Partnership, State of Primary Residence: _____ State of Original Incorporation If Corp./LLC, _____				
Disciplinary Action? Yes _____ No _____ If Yes, Please Explain: _____				
Classification(s) Held:				
Legal Name of EACH Person Passing Trade Exam <i>in your state for this company. If no exam was taken in your state for a classification, please explain the reason and show the name of the qualifying party(ies).</i>	Trade Exams Passed			
	Classification	Date Passed	Exam Developed By (e.g. NAI, Prometric, In-House, etc.)	Score

Signature: _____ **Title:** _____ **Date:** _____

Agency: _____ **Telephone #:** _____



Examination Endorsement and Reciprocity Agreements with other States

The Louisiana State Licensing Board for Contractors has examination endorsement or reciprocity agreements with the following state Boards. Contractors from these states can have their qualifying party receive credit for exams for equivalent classifications with the Boards below and can be exempted from the 60-day waiting period provided:

- ✓ They have not been sanctioned for violations by the Board of the reciprocal state for the past three years.
- ✓ They meet all other requirements for licensure by the Louisiana State Licensing Board for Contractors.

Credit Given For

Board	Major Classification	Specialties	Electrical	Mechanical
Alabama Licensing Board for General Contractors	All	All	*	Yes
Alabama Board of Heating & Air Conditioning Contractors	*	*	*	Yes
Alabama Electrical Contractors Board	*	*	Yes	*
Alabama Home Builders Licensure Board	Residential Building Contractor	*	*	*
Arkansas Contractors Licensing Board	All	All	*	*
Georgia State Licensing Board for Residential and General Contractors	Building Construction, Residential Building Contractor	*	*	*
Georgia Construction Industry Licensing Board	Municipal and Public Works Construction	*	Yes	Yes
Kentucky, Division of Housing, Buildings and Construction	*	*	Yes	No
Mississippi Board of Contractors	All	All	Yes	Yes
North Carolina Board of Examiners of Electrical Contractors	*	*	Yes	*
Ohio Construction Industry Licensing Board	*	Industrial Piping, HVAC, Refrigeration	Yes	Yes
South Carolina Contractor's Board	All	All	No	Yes
South Carolina Residential Builder's Commission	Residential Building Contractor	*	*	*
Tennessee Board for Licensing General Contractors	All	All	Yes	Yes
Texas Department of Licensing and Regulation	*	No	Yes	No
Utah Construction Trades Bureau Division of Occupational & Professional Licensing	All	All	No	Yes

NOTE: The Louisiana State Licensing Board for Contractors accepts examination scores from the **NASCLA** (National Association of State Contractors Licensing Agencies) **Accredited National Building Construction Examination**. Qualifying Party candidates with such scores do not need to meet the normal reciprocity requirements for credit for Building Construction. Candidates must register with their NASCLA examination provider to have the NASCLA transcript sent to the Louisiana State Licensing Board for Contractors.

* The named Board does not hold classification(s) of this nature; therefore we cannot give credit for that type of work.