

Who is a Qualifying Party?

A qualifying party is the person who holds the exam scores and who meets one of the eligibility requirements.

How many Qualifying Parties may a company have?

No limit is set on the number of qualifying parties a company may have.

What are the requirements for eligibility for a Qualifying Party?

You may be considered a qualifying party for a company if you meet one of the following requirements:

1. **Sole Proprietor** (Individual) or Spouse of Sole Proprietor (Individual license).
2. **Partner** – Partner listed in partnership agreement.
3. **Limited Liability Company** – Member listed in original Articles or Original Operating Agreement.
4. **Corporation** – Incorporator or Stockholder. (You must provide documentation which shows ownership.)
5. **Employee** – Full-time employee for the last four (4) months. (You must provide payroll documentation verifying employment.)

See the Qualifying Party Application for further information on documentation requirements.

How many companies may a Qualifying Party represent?

An original owner of a company may be the qualifying party for any company that he/she owns.



A qualifying party as an employee may only qualify a parent company and two (2) subsidiaries.

Where do I send the information?

State Licensing Board for Contractors
2525 Quail Drive
Baton Rouge, LA 70808

Fax: (225) 765-2362

If I need more information, who do I contact at the Board?

Examinations Department Phones:
(225) 765-2301 Ext. 239, 249, & 259

**ADDING A
CLASSIFICATION
TO AN EXISTING
LICENSE**

My company wants to add
CLASSIFICATION(S)
to the commercial license

How many classifications may be added?

There is no limit to the number of classifications that may be added.

What is the procedure for adding a classification(s)?

Use this form or write a letter to:

1. Notify the Board that the company wants to add one or more classifications. The form or letter must be signed by an authorized representative of the firm; and
2. List the name(s) of the Qualifying Party/Parties who will be taking the examinations.
3. Pay the fees to add one or more classifications. The fees are \$240.00 for each classification for one qualifier.
4. Pay for additional Qualifying Party/Parties who will be taking the exams. Add \$120.00 for each Qualifying Party for each classification.

May we add the residential classification to a commercial license?

No. Residential is a separate license type.

May we add the mold remediation classification to a commercial license?

No. Mold Remediation is a separate license type.

LETTER TO ADD ONE OR MORE CLASSIFICATIONS TO EXISTING COMMERCIAL LICENSE

Complete information below. This form must be signed by an authorized person*. Fax, mail, or deliver this form to the LSLBC office

Date:

Contractor's License Number:

Name of Licensee:

Mailing Address:

Classification(s) to be added:

Name(s) of Qualifying Party who will take exam(s):

Please complete the following:

Print Name of Person Authorized to Make Changes*:

Signature of Person Authorized to Make Changes*:

Title of Person Authorized to Make Changes*:

Telephone Number: _____

E-mail Address: _____

* The following persons are considered authorized to make changes:

- Individual License/Registration - Sole Proprietor
- LLC License/Registration - Member
- Corporate License/Registration - Corporate Officer
- Partnership License/Registration - Partner