

## 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.)

## 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  
P. O. Box 14419  
Baton Rouge, LA 70898-4419

2525 Quail Drive  
Baton Rouge, LA 70808  
Fax: (225) 765-2690

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

May Hoppe  
Examinations  
(225) 765-2301, Ext. 259

Lori Guthrie  
Examinations  
(225) 765-2301, Ext. 239

Rebecca Johnson  
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[www.lslbc.louisiana.gov](http://www.lslbc.louisiana.gov)

**ADDING A  
CLASSIFICATION  
TO AN EXISTING  
LICENSE**

**My company wants to ADD  
MORE CLASSIFICATIONS to my  
existing Commercial License.**

What do I do?

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

**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.**

**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:

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

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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\*:

\* 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