

Louisiana State Licensing Board for Contractors
 600 North Street, Baton Rouge, LA 70802 225.765.2301 Fax: 888.510.0130
www.lacontractor.org



ADDING A CLASSIFICATION TO AN EXISTING LICENSE

(To add a classification that is NOT currently listed on the license)

- To report a qualifier has left your company and to add a replacement qualifier, click [HERE](#).
- To add an additional qualifier for classification(s) currently active on the license, click [HERE](#).
- If paying by credit card or electronic checking, please email this form to licensing@lslbc.gov.

Date:	License Number:
Name on Contractor's License:	
Mailing Address:	
Phone Number:	Email:

1	A. NAME OF CLASSIFICATION TO BE ADDED: (click HERE for classification list)	
	Classification:	
	B. QUALIFYING PARTY INFORMATION: (qualifying party who will be representing the classification)	
	Name:	Social Security Number:
	Date of Birth (mm/dd/yyyy):	Email address:
	C. BUSINESS AND LAW:	
<input type="checkbox"/> YES <input type="checkbox"/> NO Will this person be representing the company for the Louisiana Business and Law?		

2	A. NAME OF CLASSIFICATION TO BE ADDED: (click HERE for classification list)	
	Classification:	
	B. QUALIFYING PARTY INFORMATION: (qualifying party who will be representing the classification)	
	Name:	Social Security Number:
	Date of Birth (mm/dd/yyyy):	Email address:
	C. BUSINESS AND LAW:	
<input type="checkbox"/> YES <input type="checkbox"/> NO Will this person be representing the company for the Louisiana Business and Law?		

3	A. NAME OF CLASSIFICATION TO BE ADDED: (click HERE for classification list)	
	Classification:	
	B. QUALIFYING PARTY INFORMATION: (qualifying party who will be representing the classification)	
	Name:	Social Security Number:
	Date of Birth (mm/dd/yyyy):	Email address:
	C. BUSINESS AND LAW:	
<input type="checkbox"/> YES <input type="checkbox"/> NO Will this person be representing the company for the Louisiana Business and Law?		

4	A. NAME OF CLASSIFICATION TO BE ADDED: (click HERE for classification list)	
	Classification:	
	B. QUALIFYING PARTY INFORMATION: (qualifying party who will be representing the classification)	
	Name:	Social Security Number:
	Date of Birth (mm/dd/yyyy):	Email address:
	C. BUSINESS AND LAW:	
<input type="checkbox"/> YES <input type="checkbox"/> NO Will this person be representing the company for the Louisiana Business and Law?		

Based on the information provided on page 1, please answer the following questions:			
A	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Are you requesting reciprocity with a state with which Louisiana has a reciprocal agreement and/or using NASCLA for the classification(s)?
	1. If YES to Reciprocity, which state(s) are you reciprocating from: Note: Provide a <i>Reciprocity Request</i> form, which was completed by the reciprocal state, and submit with this form. Click <u>HERE</u> for reciprocity information and obtain the verification of license form.		
	2. If YES to NASCLA, please see page 3 for further information.		
B	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Is the qualify party(ies) representing the additional classification(s) already on your license as an active qualifying party?
	1. If NO, each new qualifying party will also need to complete and submit the form “ <i>Application for Qualifying Party</i> ” found at: http://www.lslbc.louisiana.gov/wp-content/uploads/application_QP.pdf along with this form.		

<u>FEES</u>	<u>Price</u>	<u>Quantity</u>	<u>Amount</u>
1. Classification Fee (per classification per year*)	\$95.00		\$
<i>Note: The classification fee is initially charged for 1 year; however, if your company renewed for multiple years then additional classification fees may be due at the end of the Add Class process of \$95.00 per year per classification.</i>			
2. Processing Fee (per Classification)	\$25.00		\$
3. Exam/Admin. Fee (per Classification per Qualifying Party, no exceptions)	\$120.00		\$
4. Business and Law Fee	\$120.00		\$
Payment Method – Processing Fee (<i>select one of the following</i>)			
Pay by credit card	\$2.00 convenience charge + 2.5% is added to the total amount		<input type="checkbox"/>
Pay by electronic checking	\$2.00 convenience charge + \$1.00 is added to the total amount		<input type="checkbox"/>
Pay by check/money order	No charge (Make payable to “LSLBC”)		<input type="checkbox"/>
TOTAL FEES:			\$

Print Name and Title of Person Authorized* to make changes to your license (*required*)

Signature of Person Authorized* to make changes to your license (*required*)

*Person(s) Authorized to make changes include: Sole Proprietor, Member of LLC, Corporate Officer or Partner



PAYMENT INFORMATION PAGE

NOTE: Submit this completed form to licensing@lslbc.gov. If you would like to pay by check or money order instead of using one of the payment methods below, please make the check or money order payable to "LSLBC" and submit with your forms by mail to the address above.

PAYMENT INFORMATION

Name on Contractor's License: _____

License Number(s): _____

Email Address (for receipt): _____

***Complete all information below depending on payment method selected**

Credit Card Information

❖ Processing Fee: \$2.00 convenience charge + 2.5% is added to subtotal amount

Name on the Card: _____

Address of Cardholder: _____

Credit Card Type: _____ (VISA, MasterCard, American Express, etc.)

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Electronic Checking Information

(ACH Transaction)

❖ Processing Fee: \$2.00 convenience charge + \$1.00 is added to the subtotal amount

Name on the Bank Account: _____

Name of Authorized Signer: _____

Address on the Account: _____

Bank Routing Number: _____

Bank Account Number: _____

Account Type: *(select one)* Checking Savings Is this a Business Account? Yes No

ADDITIONAL INFORMATION

CLASSIFICATION INFORMATION

- LSLBC's Classification List provides a full list of the classifications, classification codes and links to testing information. This information is found at: <http://www.lslbc.louisiana.gov/examsclassifications/>.
- The qualifying party will be emailed the classification exam information (if applicable) after the qualifier has been approved for the exam(s).
- Classifications may not be added to a MOLD LICENSE.
- Residential Classifications may only be added to an existing Residential License.
- Commercial Classifications may only be added to an existing Commercial License.

BUSINESS AND LAW INFORMATION

- Business and Law is not required for new qualifying party(ies), if there is currently an active qualifying party on the license for Business and Law.
- However, if you want to take or hold the Business and Law for the company, the course fee will be required, even if previously taken.
- Business and Law is an online, 1 (one) hour course, which is taken on the qualifier's home or office computer. This is not an exam. The qualifier will be emailed the Business and Law information after the qualifier has been approved for the course.

RECIPROCITY AND/OR NASCLA INFORMATION

- Reciprocity and/or NASCLA information can be found at: <https://lslbc.louisiana.gov/reciprocity-process/>.
- For Reciprocity requests, the Reciprocity Request form must be completed by the reciprocal state and then with this form and fees.
- For NASCLA, be sure to contact NASCLA and have the qualifier's exam transcript released to this board so we are able to view the qualifier's exam transcript on their website.
 - NOTE (1): We cannot accept NASCLA transcripts from the company.
 - NOTE (2): The NASCLA Building exam will only give credit to the Building Construction and/or Residential Construction exams with this board. The NASCLA Electrical exam will only give credit for the Electrical exam.
- If you have any questions regarding Reciprocity and/or NASCLA please contact us at licensing@lslbc.gov or (225) 765-2301.