

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



DISASSOCIATION OF A QUALIFYING PARTY
(To REMOVE a qualifying party currently listed on the license)

- To add NEW classifications not currently on the license for the company, click [HERE](#).
- To add an additional qualifier for classification(s) currently active on the license, click [HERE](#).
- To submit completed and signed form by email, send to application@lslbc.louisiana.gov.

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

A. Name of Qualifying Party to be REMOVED:	
Name:	Date Left:
B. CLASSIFICATIONS INFORMATION:	
List the name or code of classification(s) held by the disassociated qualifying party below:	
1.	4.
2.	5.
3.	6.

Is another Qualifying Party already listed on the license for all of the classification(s) listed above?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<ul style="list-style-type: none"> • If you answered YES, STOP HERE (disregard remaining sections and fees) • If you answered NO, please complete the remainder of the form to indicate who will be representing the classifications that will now be without a qualifier. 		

NOTE: For each new qualifying party listed below, the form “*Application for Qualifying Party*” is also required.

- The form is found at: http://www.lslbc.louisiana.gov/wp-content/uploads/application_QP.pdf.

1	A. NAME OF QUALIFYING PARTY TO BE ADDED:	
	Name:	
	B. CLASSIFICATION INFORMATION:	
	Enter name or code of classification(s) that will be represented by new qualifying party below:	
	1.	4.
	2.	5.
	3.	6.
	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?	
D. RECIPROCITY AND/OR NASCLA:		
<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 qualifying party?		

2	A. NAME OF QUALIFYING PARTY TO BE ADDED:		
	Name:		
	B. CLASSIFICATION INFORMATION:		
	Enter name or code of classification(s) that will be represented by new qualifying party below:		
	1.	4.	
	2.	5.	
	3.	6.	
	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?
	D. RECIPROCITY AND/OR NASCLA:		
	<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 qualifying party?

If you answered YES to question (D.), please see the information below:	
1.	Regarding 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 HERE for reciprocity information and obtain the verification of license form.
2.	Regarding NASCLA, please see page 3 for further information.

<u>FEES</u>		<u>Price</u>	<u>Quantity</u>	<u>Amount</u>
Exam/Admin. Fee (per Qualifying Party, no exceptions)		\$120.00		\$
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

*Qualifying Party can print and sign form if submitting form to remove oneself from the license.



PAYMENT INFORMATION PAGE

NOTE: Submit this completed form to application@lsbc.louisiana.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).

BUSINESS AND LAW INFORMATION

- Business and Law is not required for new qualifying party(ies), if there is an existing active qualifying party on the license for Business and Law.
- However, if the qualifying party who is leaving (or has left) the company held the Business and Law then a new qualifier must represent the Business and Law on the license. The Business and Law 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 Verification of License form completed by the reciprocal state will need to be submitted along with the required forms and fees. Please send to the address on the form or by email: application@lslbc.louisiana.gov.
- 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 can only give credit to the Building Construction and/or Residential Building Contractor exams with this board. The NASCLA Electrical exam can only give credit to the Electrical Work (Statewide) exam.
- If you have any questions regarding Reciprocity and/or NASCLA please contact:
 - TruLisa Hollinds at Thollinds@lslbc.louisiana.gov or at 225.765.2301 ext. 1212