

RECIPROCITY/EXAMINATION ENDORSEMENT AGREEMENT

Louisiana State Licensing Board for Contractors

The logo for the Louisiana State Licensing Board for Contractors (LSLBC) is a dark blue rounded rectangle containing the letters "LSLBC" in white, bold, sans-serif font.

LSLBC

Important Information for Louisiana
Contractors Applying for Licenses in
Other States

Verification of License



Reciprocity agreements and examination endorsement agreements allow a Louisiana licensed contractor applying with a reciprocal licensing Board in another state to receive credit for exams for classifications held in Louisiana. When a Louisiana contractor applies in a reciprocal state, a verification of license form should be filled out by the Louisiana State Licensing Board for Contractors, and submitted by the contractor to the other state's Board. Contractors seeking to work in another state based on these agreements must obtain that state's license before bidding, signing contracts or performing work in that state.

The following information includes:

- an explanation on how to obtain a verification of license
- the verification form
- a chart which indicates the Boards and classifications for which a reciprocal candidate can apply.

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For Louisiana Contractors Applying in *Other States* Based on Reciprocity or Examination

Endorsement Agreements

The contractor must:

- ✓ Submit the appropriate application for licensure to the reciprocal Board.
- ✓ Contact the reciprocal Board or review their website for their rules regarding reciprocal credit for examinations.
- ✓ Obtain from the reciprocal Board the appropriate verification form to be used to apply for reciprocal status. If the reciprocal Board does not have their own license verification form, you may use the form included below.
 - **Contractors applying for the Texas Master Electrical License should request a verification letter from the Louisiana State Licensing Board for Contractors.**
- ✓ Submit the reciprocal Board's verification form to the Louisiana State Licensing Board for Contractors along with an \$85 processing /research fee.
 - If paying by credit card or electronic checking, please complete page 5 and submit with the verification form.

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

**Paula
Lamotte**
1.800.256.1392
225.765.2301 x1227



State of Louisiana
State Licensing Board for Contractors

600 North Street, Baton Rouge, LA 70802 Phone: 1-800-256-1392 Fax: (225) 765-2362



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,** _____

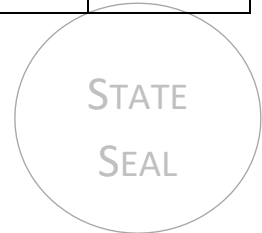
Disciplinary Action? Yes _____ No _____ **If Yes, Please Explain:** _____

Classification(s) Held:

Legal Name of EACH Person Passing Trade Exam <i>in your state for this company</i> . If no exam was taken in your state for a classification, please explain the reason, and show the name of the qualifying party(ies).	Trade Exams Passed			
	Classification	Date Passed	Exam Originally Developed By (e.g. NAI, Block, SBCCI, ICC, 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 agreements or reciprocity agreements with the following state Boards. In general, contractors licensed in Louisiana can have their qualifying party receive credit for exams for equivalent classifications with the Boards shown below and can be exempted from the 60-day waiting period, provided that:

- For the past three years, they have not been sanctioned for violations by the reciprocal Board.
- They meet all other requirements for licensure by the Board to which they are applying for a license.

Board	Credit Given For			
	Major Classification	Specialties	Electrical	Mechanical
Alabama Licensing Board for General Contractors	Yes	All	Yes	Yes
Alabama Board of Heating & Air Conditioning Contractors	*	HVACR	*	*
Alabama Electrical Contractors Board	*	*	Yes	*
Alabama Home Builders Licensure Board	Residential Building Contractor	*	*	*
Arkansas Contractors Licensing Board	All	All	*	*
California Contractors State License Board (CSLB) **	Building Construction	None	No	No
Florida Construction Industry Licensing Board ****	Building Construction, Residential	None	No	No
Georgia State Licensing Board for Residential and General Contractors	Building Construction, Residential Contractor	*	*	*
Georgia Construction Industry Licensing Board	No	*	Yes	Yes
Kentucky, Division of Housing, Buildings and Construction	*	*	Yes	No
Mississippi Board of Contractors	All	All	Yes	Yes
Nevada State Contractors Board ***	Building Construction	Some	Yes	Yes
North Carolina Board of Examiners of Electrical Contractors	*	*	Yes	*
North Carolina Licensing Board for General Contractors	Building Construction	No	*	*
Ohio Construction Industry Licensing Board	*	Industrial Piping, HVAC, Refrigeration	Yes	Yes
South Carolina Contractor's Board	All	Some	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

* The named Board does not hold classification(s) of this nature or requires licensure from another Board with which the Louisiana State Licensing Board for Contractors has no agreement; therefore, we cannot give credit for that type of work.

** Must have held the corresponding state license for the past five years. *** Must have held the corresponding state license for the past four years.

**** Must have held corresponding state license/have appropriate experience for the past five years; no sanctions for five years; must supply information on exams taken in other states if used through reciprocity to obtain license in Louisiana.

NOTE: The Louisiana State Licensing Board for Contractors accepts examination scores from the **NASCLA** (National Association of State Contractors Licensing Agencies) **Accredited Examination for Commercial General Building Contractors**. Qualifying Party candidates with such scores do not need to meet the normal reciprocity requirements for credit for Building Construction, but must access the NASCLA Examination Database at <https://ned.nascla.org/> to purchase and send the NASCLA passed transcript to the Louisiana State Licensing Board for Contractors.

PAYMENT INFORMATION

NOTE: This is for currently, licensed companies/individuals using reciprocity from Louisiana to a reciprocal state.

- Your request can not be processed without the required fees. The fee is \$85 per verification form.
- If paying by check or money order, please mail verification form(s) and payment to the following address:

LSLBC
600 North Street
Baton Rouge, LA 70802
- If paying by credit card or electronic checking, email verification form(s) and payment information to Paula Lamotte at application@lsbc.louisiana.gov
 - Please complete the credit card or electronic section below prior to submission.

Name on Contractor's License: _____

License Number(s): _____

***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: _____

Card Type: --Select one of the following-- _____ (VISA, MasterCard, American Express, etc.)

Account Number: _____

Expiration Date: _____ Security Code: _____

Address of Cardholder: _____

Electronic Checking Information

(ACH Transaction)

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

Name on the Account: _____

Name of Authorized Signer: _____

Routing Number: _____

Account Number: _____

Account Type: *(select one)* Checking Savings