

# 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 Out-of-State  
Contractors Seeking Reciprocity in  
Louisiana

# Reciprocity Agreements and Examination Endorsement Agreements



These agreements between the Louisiana State Licensing Board for Contractors and Boards from other states allow an out-of-state contractor to receive credit in Louisiana for approved classifications held with their reciprocal Board without taking the Louisiana trade exam.

In addition, the agreements allow out-of-state contractors to be exempted from the statutory 60-day waiting period between the date of receipt of the application and actual license issuance.

Contractors seeking to work in Louisiana based on these agreements must obtain a Louisiana state license before bidding, signing contracts or performing work.

The following information includes:

- an explanation of the reciprocity process
- the verification form
- a chart which indicates the classifications for which a reciprocal candidate can apply.



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## For Out-of-State Contractors Applying in Louisiana Based on Reciprocity or Examination Endorsement Agreements

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

### The contractor must:

- ✓ **Not** have been sanctioned by the Board of the reciprocal state for the past three years for violations of their contractor licensing laws.
- ✓ Meet all other requirements for licensure by the Louisiana State Licensing Board for Contractors, as follows:
  - a. Submit:
    - an **online** Commercial and/or Residential [application](#), as applicable. The qualifying party must be the same qualifying party as for the reciprocal state.
    - OR if the contractor currently holds a Louisiana license and want to make changes/additions to their license, they will instead need to submit an [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.
    - along with the application or forms, submit the other required documentation and fees as listed on application and forms
  - b. Send the “**Request for Verification of License**” form included in this document to the Board for the state in which you are currently licensed. Afterwards, send the completed form or their verification letter to this Board. Please note that some states may choose to send the verification directly to the Louisiana board via email.

### After Applying in Louisiana

Once we have received the application and all required documents and fees, and if the company/qualifier is eligible for reciprocity, then your reciprocity request will be considered by the Board at the next scheduled Board Meeting. If approved by the Board, your Qualifying Party will **NOT** have to take the trade exam, and/or you will be exempted from the 60-day waiting period for out-of-state contractors.

The **Business and Law** course must be taken by all applicants before the license can be issued. After we receive your application, you will be sent instructions on how to take the course, which will be taken remotely at your own computer.

State of Louisiana  
State Licensing Board for Contractors

600 North Street, Baton Rouge, LA 70802    1-800-256-1392    Fax 1-888-510-0130



## 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

<b>Company Name/Individual Name:</b>			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone #:</b>	<b>Fax #:</b>	<b>E-Mail Address:</b>	
<b>Name of Contact:</b>			

### 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,** \_\_\_\_\_

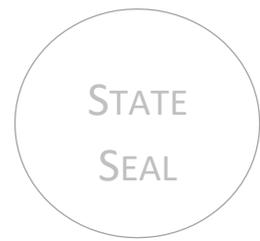
**Disciplinary Action?** Yes \_\_\_\_\_ No \_\_\_\_\_ **If Yes, Please Explain:** \_\_\_\_\_

**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., In-House, NAI, SBCCI, ICC, Prometric, Pearson-Vue, 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.

### Credit Given For

Board	Major Classification	Specialties	Electrical	Mechanical
<b>Alabama Licensing Board for General Contractors</b>	Yes	All	Yes	Yes
<b>Alabama Board of Heating &amp; Air Conditioning Contractors</b>	*	HVACR	*	*
<b>Alabama Electrical Contractors Board</b>	*	*	Yes	*
<b>Alabama Home Builders Licensure Board</b>	Residential Building Contractor	*	*	*
<b>Arkansas Contractors Licensing Board</b>	All	All	*	*
<b>California Contractors State License Board (CSLB) **</b>	Building Construction	None	No	No
<b>Florida Construction Industry Licensing Board ****</b>	Building Construction, Residential	None	No	No
<b>Georgia State Licensing Board for Residential and General Contractors</b>	Building Construction, Residential	*	*	*
<b>Georgia Construction Industry Licensing Board</b>	No	*	Yes	No
<b>Kentucky, Division of Housing, Buildings and Construction</b>	*	*	Yes	No
<b>Mississippi Board of Contractors</b>	All	All	Yes	Yes
<b>Nevada State Contractors Board ***</b>	Building Construction	Some	Yes	Yes
<b>North Carolina Board of Examiners of Electrical Contractors</b>	*	*	Yes	*
<b>North Carolina Licensing Board for General Contractors</b>	Building Construction	No	*	*
<b>Ohio Construction Industry Licensing Board</b>	*	Industrial Piping, HVAC, Refrigeration	Yes	Yes
<b>South Carolina Contractor's Board</b>	Building Construction	Some	No	Yes
<b>South Carolina Residential Builder's Commission</b>	Residential Building Contractor	*	*	*
<b>Tennessee Board for Licensing General Contractors</b>	All	All	Yes	Yes
<b>Texas Department of Licensing and Regulation</b>	*	No	Yes	No
<b>Utah Construction Trades Bureau Division of Occupational &amp; Professional Licensing</b>	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 Florida.

**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.

Revised 7.8.2022