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

# *NEXT STEPS IN THE APPLICATION & QUALIFYING PARTY PROCESS*

## IMPORTANT INFORMATION BELOW

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Below are the next steps in the Application/Licensing process:

**Step 1 – Notification sent to Applicant** ***(will give applicants access to their LSLBC Contractor Portal)***

After the application has been processed by staff, an email will be sent from LSLBC's email, noreply@lslbc.louisiana.gov, to the Applicant's email address with the subject "New Application notice".

The New Application notice will contain the applicant's login and password to access the applicant's **LSLBC Contractor Portal** with this board. This portal will be used to check application status, provide responses to application issues, upload additional documents, pay additional fees, as well as many other functions after the license is issued.

**Step 2 – Deficiency Notice sent to Applicant** - *ACTION MAY BE REQUIRED OF THE APPLICANT.*

Applicant will be notified by email if any issues are found with the application or if any additional documents are required. This email notification will be sent to the applicant's email from the same LSLBC email address and it will include instructions on how to resolve these issues.

**Step 3 – Continuation of the Application Process -** *ACTION MAY BE REQUIRED FOR THE APPLICANT AND ACTION IS REQUIRED BY QUALIFYING PARTY.*

If any issues are found, the application may continue with the remaining processes while the issues are being resolved by the applicant. The remaining processes are: financial background investigation, qualifying party verification, qualifying party approval and testing requirements, and board review and approval. If any issues are found relating to these processes the applicant or qualifier will be notified by email to resolve these issues.

Once the license is issued, the applicant will be notified by email and the license certificate can then be printed from their portal. The original certificate will be mailed to the address on file.

[**Qualifying Party Process** shown on next page]

# IMPORTANT INFORMATION BELOW

***PLEASE READ AND PRINT THIS PAGE***

Below are the next steps in the Qualifying Party process:

**Step 1 – Notification sent to Qualifying Party** ***(will give qualifiers access to their LSLBC Contractor Portal)***

After the application has been processed by staff, an email will be sent from LSLBC's email, noreply@lslbc.louisiana.gov, to each Qualifying Party's email address provided on the application with the subject "Qualifying Party Verification".

The Qualifying Party Verification notice will contain the qualifying party's login and password to access their individual **LSLBC Contractor Portal** with this board. This portal will be used to check their qualifying party status, complete their Qualifying Party Verification (see next step below), provide responses to qualifying party issues and upload additional documents as needed as well as many other functions after the qualifying party has been approved to represent the applicant.

**Step 2** – **Qualifying Party Verification -** *ACTION REQUIRED FOR EACH QUALIFYING PARTY*

Completion of the online Qualifying Party Verification is required of every qualifying party before the qualifying party process can begin. NOTE: Failure to do so can cause delays in the application process. *This is required of every qualifying party, including previous qualifiers and current qualifiers.*

**Step 3** – **Deficiency Notice sent to Qualifying Party -** *ACTION MAY BE REQUIRED BY THE QUALIFYING PARTY*

After the online Qualifying Party Verification is completed, the Qualifying Party will be notified by email, from the same LSLBC email, of any issues that are found with their qualifying party application, qualifying party verification or if any additional documents that are required. The email notification will be sent to the qualifier's email and it will include instructions on how to resolve these issues.

**Step 4** – **Qualifying Party Approval and Approval Notice sent** - *ACTION MAY BE REQUIRED FOR THE QUALIFYING PARTY*

If no issues are found or once all issues are resolved, the qualifying party will then be approved as an eligible qualifying party to represent the applicant. If trade exams are required for the requested classifications OR if the qualifying party hasn't previously taken the Louisiana Business and Law, the qualifying party will receive an Examination Approval Notice by email. The qualifying party will then use their LSLBC Contractor Portal to schedule the trade exam(s) and/or complete the online Business and Law course.

**Louisiana Business and Law** – The Louisiana Business and Law is an online course that should take about 30-45 minutes to complete. It is not a pass or fail exam. The Louisiana Business and Law is required for those seeking reciprocity from another state or using NASCLA to receive credit for an exam.

**Qualifiers who have previously tested** – An examination approval notice will not be sent to the qualifier if the testing requirements have already been met and Louisiana Business and Law has already been completed by the qualifier.

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