



LSLBC Continuing Education Standards and Requirements

The Louisiana State Licensing Board for Contractors adopts by rule the following standards and minimum requirements for continuing education. Only those institutions, organizations or individuals that meet or exceed the following standards and minimum requirements will be approved to offer continuing education courses to license holders for continuing education credit.

Providers and Instructors

To qualify as an approved continuing education provider or instructor the following minimum requirements must be met:

- Only courses approved by the board and presented by approved providers or instructors shall be approved for continuing education credit.
- Each provider or instructor shall maintain and submit to the board a list of attendees, including the attendees' name, last four digits of attendees' social security number, and the name as reflected on the certificate of licensure on the boards prescribed roster.
- The provider or instructor shall provide each attendee with a certificate of completion within thirty (30) days after completion of the approved course.
- Upon approval of the application, each provider or instructor shall agree to conduct courses in accordance with the board requirements and shall indicate agreement by signing a continuing education provider/instructor agreement form provided by the Board.

Each provider or instructor shall submit an application along with the appropriate fee to the board. Each provider or instructor application shall include:

- Name of the provider or instructor
- Contact information including physical address, telephone number, and email address
- Type of instruction (online, instructor-led or both)

- Online courses must administered with all appropriate safety protocols ensuring that cheating/circumventing the course material is not possible.
- Statement describing the area of specialty and prior teaching experience of the provider or instructor
- List and description of courses intended to offer including relevance to the construction industry

A provider or instructors shall be considered for approval if they satisfy at least one of the following:

- A “qualified individual” based on license classification and proven teaching experience
- A “qualified code enforcement official” with proven teaching experience
- Found by the Board to have professional or trade experience or other special qualifications qualifying him or her to teach continuing education courses.

Approved providers and instructors who advertise courses for continuing education credit must state on the advertisement as follows:

“This course, (title of course), has been approved by the Louisiana State Licensing Board for Contractors for ____ hours of continuing education credit.”

Course/Plan of Instruction

An application must be submitted to the board for approval for each continuing education course offered by an approved provider or instructor. The application shall include the following:

- Provider or instructors’ name
- Provider or instructors address and phone numbers
- Course syllabus containing:
 - Course title
 - Course description
 - Anticipated outcomes
 - List of resource materials or textbooks
 - Length of course
 - Contact hours

The content of continuing education courses must be related to the vocation of construction and must be designed to meet one of the following goals:

- Allow the license holder to enhance his or her knowledge and skills

- Provide opportunities for interdisciplinary learning
- Extend limit of professional capabilities and opportunities
- Facilitate personal contributions to the advancement of the profession

Areas of instruction may include but are not limited to: building or residential construction codes and standards; electrical contracting; mechanical contracting; construction safety, government regulations; land use, development, planning and zoning; estimating; business principles and practices; or contracts.

Courses submitted for the intent of advertising or promoting products will not be accepted. Specialized training on brand specific equipment or materials will be considered only if all licensed contractors are allowed to attend and participate and the intent of the course is not promotional in nature.

Credits for continuing education will be awarded only for courses that have been approved by the board and taught by providers or instructors approved by the board prior to offering the course for continuing education credit.

All courses shall be awarded credit based on a 50-minute credit hour of instruction.

Licensees/Attendees

Licensees should provide certification of attendance to the LSLBC in a manner prescribed by the Board in order to meet requirements for licensure.