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GOVERNOR

MICHAEL B. McDUFF
EXECUTIVE DIRECTOR

State of Louisiana
STATE LICENSING BOARD FOR CONTRACTORS

October 28, 2011

Teri A. Francis
Builders License Training Institute
5112 US 31 North
Williamsburg, MI 49690

Dear Teri A. Francis:

Your request for Builders License Training Institute to become an approved provider for the Louisiana State Licensing Board for Contractors (LSLBC) has been accepted. This approval is for a 4(four) hour course covering Construction Safety Standards One, a 4(four) hour course covering Construction Safety Standards Two and a 4(four) hour course covering Project Management for Contractors.

I am forwarding you copies of the LSLBC Continuing Education Credit Form which should be completed in its entirety in ink by the Contractor and signed by your representative as proof that the contractor has completed the training. Please note that this form can also be downloaded from our website at www.lslbc.louisiana.gov under the Residential Link, "Continuing Education Credits Form." In lieu of utilizing this form, you may also provide the contractor with your own Certificate of Completion, as long as it captures the same information which we request.

The following information is required of all Continuing Education Providers.

1. Courses offered must fall in one of the following categories: health, safety, welfare, business, and ethics, and
2. Notification of continuing education opportunities including schedules, locations, telephone numbers, and contact persons should be submitted to the LSLBC should you wish to offer a course different from that originally submitted to us for approval.

Providers should maintain a copy of this completed form for their records.

The following items are to be forwarded to this office only upon request: (1) Provider copy verifying course completion, (2) Copies of Provider sign-in sheets, and (3) Submission of a one-page synopsis of feedback from participants.

Please feel free to contact me at 225-765-2301, Ext. 243 if you have any questions.

Sincerely,

Elaine Riggins
Licensing Division