



Online Certification Application

Quick Reference

1 You must have an existing profile or must create a profile in the LTRC Registration Management System to be able to register for this course.

ALREADY HAVE A PROFILE? Log-in to the LTRC Registration Management System
<https://registration.ltrc.lsu.edu/login> using your username and password.

NEED TO CREATE A PROFILE? Use the "CREATE PROFILE" button in the upper right corner to create your profile. Please keep and save the email that confirms your profile credentials.

2 Navigate to the form you need from the choices below. *Click one of the buttons on this pdf.*

**Certification
City/Parish Initial**

**Certification
Contractor Initial**

Recertification

3 Complete the online forms with the necessary information. You may select check or credit card as a form of payment. You will receive a confirmation email upon completion. Please keep this email for your records.

Once we have processed your request, you will receive a second email receipt from the Construction and Materials Training office. After this email, you may report to the training office in the requested test district to receive study materials and begin the program.

*Each individual seeking certification/authorization will need to complete a single form.

*If a company needs to apply for multiple individuals with a single credit card transaction, please contact Emily Wolfe (contact info listed below) for assistance.

*Processing fees will be charged for credit cards transactions as outlined below:

City/Parish Initial: \$5

Contractor Initial: \$25

Recertification: \$15

Need Assistance?

General certification/authorization questions:

Patrick Frazier

Construction and Materials Program Manager

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Managing LTRC RMS profiles/registration forms:

Emily Wolfe

Public Information Director

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