

## Louisiana Certification Frequently Asked Questions:

### 1. How do I submit transcripts?

Request your transcripts to be sent **directly from the university** either electronically or by mail.

- Submitting Electronically:
  - Email to [krysta.babin@la.gov](mailto:krysta.babin@la.gov)
- Submitting by Mail:
  - Mail to 4334 Sherwood Forest Blvd Suite C-150 Baton Rouge, LA 70816

### 2. Does LBAB need to verify if I am already approved for licensure by another board?

Yes, the LBAB does need verification. Print the license verification form and forward to any other boards you are licensed with as per the instructions. If you are not licensed with any other boards, skip this step.

### 3. Do I have to complete a Criminal Background Check if I am currently an RLT?

If you have had a criminal background check completed through LBAB and the results were received less than two years from the approximate date you will be reviewed for certification, it is still valid. If not, a new criminal background check must be completed.

### 4. How do I submit a Criminal Background Check?

To submit a criminal background check, refer to the instructions on the LBAB's website ([www.lababoard.org](http://www.lababoard.org)) under the Applications/Forms tab. *Please note Option 1 takes 6-12 weeks for results.*

### 5. What information needs to be included for the references I choose to list?

Include the following information for all references:

- Name
- Position
- Address
- Email Address

### 6. When will I be issued the Jurisprudence Exam?

Once all the required documents have been received, you will be issued the Jurisprudence Exam. The required documents are:

- Notarized Application with photo
- Application Fee
- Transcripts
- Proof of Supervision Form
- 3 Reference Letters
  - Can be received by **email** to be issued the Jurisprudence Exam
  - **MUST** be received by **mail** before certification is issued\*
- Criminal Background Check Results

### 7. When will the LBAB board review my file?

Upon completion of the Jurisprudence Exam prior to the deadline for the next scheduled board meeting. The meeting and deadline dates are listed on the website home page.

\*Note: If all reference letters are not received by mail before board meeting, the applicant will still be reviewed at that board meeting.