

LOUISIANA BEHAVIOR ANALYST BOARD EMERGENCY PLAN – COVID -19

The LBAB will remain functional during the public health emergency with the following changes being implemented beginning **March 16, 2020 through April 13, 2020**.

For the safety of our employees and the public, the LBAB/LSBEP building is temporarily closed to visitors including applicants. US Mail, FedEx, UPS or other delivery personnel only.

Line Technician applications will be accepted electronically by scanning to baadmin@la.gov with a copy of your electronic receipt for the fee and a scan of the stamped LSP sheet received after completing the fingerprint process. Using the Paypal portal, purchase a line technician renewal (\$51.00) as the application fee. Electronically submitted applications must also be mailed with original signatures for our file.

SCABA and LBA applications will be accepted electronically by scanning to baadmin@la.gov with a copy of your electronic receipt for the fee and a scan of the stamped LSP sheet received after completing the fingerprint process. Use the Paypal portal, purchase a SCABA renewal (\$253.50) or a LBA renewal (\$406.00) as the application fee. Electronically submitted applications must also be mailed with original signatures for our file.

Applications and CBC packets are still being accepted by US Mail, FedEx, UPS, etc.

The board plans to meet as scheduled on March 24, 2020 to review applications already processed to the point of board review. In the event we do not have a quorum, a request has been made to review by electronic means which is not currently allowed. March applicants will be updated by email. There will be no public hour for the March 24, 2020 board meeting.

Supervision Transfers will also be accepted and processed electronically. If a fee is required, use the line technician renewal fee (\$51.00).

The Final Rule for electronic means of supervision will not be official until April 20, 2020. Due to this public health emergency, the guidelines in this rule (posted on our website) will be approved by the board as qualifying supervision from March 16, 2020 until April 13, 2020. **LBAs must follow ethical codes and requirements when implementing electronic supervision, including evaluating if that is an acceptable means of supervision for certain clients. Client care and safety is priority.**

If the State Police office or other public offices close and interrupt the ability to initiate a background check, the board has an emergency plan prepared. Please check our website for further updates.

IF YOU ARE EXPERIENCING ANY HARDSHIP IN PAYING THE FEES DUE TO AN ECONOMIC LOSS OF INCOME DURING THIS HEALTH EMERGENCY, PLEASE CONTACT THE OFFICE BY EMAIL FOR MORE INFORMATION TO ASSIST YOU.