

Transfer of Supervision Frequently Asked Questions:

1. When does this form need to be completed?

It should be completed when the supervisory relationship between an RLT or SCA BA is transferred to a new LBA within the same clinic/company.

2. What is the timeframe to submit a Transfer of Supervision Form to the board?

All transfer of supervision forms should be submitted to the board within 2 weeks of the change in supervisory relationship.

3. How can an LBA submit a Transfer of Supervision Form?

The Transfer of Supervision Form can be submitted either electronically or by mail.

- Submitting Electronically:
 - Email to baadmin@la.gov
- Submitting by Mail:
 - Mail to 4334 Sherwood Forest Blvd Suite C-150 Baton Rouge, LA 70816

4. If I am the new LBA and the previous supervisor has not signed a Transfer of Supervision Form, what do I do?

- You are responsible for either:
 1. Contacting the LBA to obtain the signature within the 2 week period
 - or
 2. Submitting a new RLT application with fee for the RLT under your supervision.
- *Note: The previous LBA can choose to submit a Discontinuation of the RLT and not sign a Transfer of Supervision form. Should this occur, the RLT must immediately stop working until a new RLT application is processed.*

5. Is there a fee for Transfer of Supervision within the same clinic?

The first transfer of supervisory relationship within the same clinic is free under the RLT. Any additional transfers for the RLT within the same year, has a processing fee of \$50.

6. How can I pay for the Transfer of Supervisory Processing Fee?

- All processing fees can be paid either by Money Order (payable to LBAB) or through the board's online store on the website.
- All receipts must be attached to the transfer form when a processing fee is required.

7. Do I need to submit a Discontinuation Form if I am transferring my supervision of an RLT to another LBA?

No, your supervision of the RLT is recorded with the "End Date of Supervision" from the Transfer of Supervision Form.

8. Can a Transfer of Supervision Form be used if the previous and new LBA are at different clinics/companies?

No, a transfer of supervision can only occur within the same clinic/company.