LSSP FLOWCHART

Application Packet

- Application with fee
- Official NCSP Verification
- Official Transcripts

Reference Forms and Criminal Background Check

When LSBEP receives the application fee and completed application form, a file is opened in the Applicant's name. Board staff will mail the CBC packet to the applicant and reference forms to the individuals listed on the Application Form.

Jurisprudence Exam

Upon receipt of the above information, the file will be administratively reviewed. If all documents meet licensure requirements, a Jurisprudence Exam will be issued.

PASS

If LSSP applicant passes the exam, the file will be reviewed for licensure at the next committee/board meeting.

FAIL

If the LSSP applicant scores less than 80% on the exam, they will be required to resubmit the exam and exam fee.

Committee Review

Committee will review the LSSP applicants file and make a recommendation to the Board.

Board Review

LSBEP will review the file for licensure.