

Louisiana State Board of Private Investigators Examiners



Policies and Procedures for Training and Education

*Approved by LSBPIE on
September 21, 2010.*

Last update: March 22, 2011

*Effective date of TEC Policies
and Procedures – 05/01/2011¹*



¹ TEC Implementation Plan approved by the Board on March 22, 2011 by motion of Maria Dugas.

Preface

The Louisiana State Board of Private Investigator Examiners' purpose in developing the "Policies and Procedures for Training and Education" is to provide a comprehensive resource of the standards and requirements for training and continuing education. The policies and procedures were adopted by the Board under the authority of R.S. 37:3505.B.(2) which allows the Board to prescribe and adopt regulations, standards, procedures, and policies governing the manner and conditions under which credit shall be given by the Board for participation in professional education deemed necessary to maintain the highest standards of the private investigator industry in the state of Louisiana. The manual incorporates the existing Louisiana laws and PI Rules & Regulations governing these areas. The manual denotes the existing laws, motions of the Board or rules related to training and education. The Board members' adoption of the manual included additional standards and requirements relevant to terms of art, course instructors, Training and Education Committee ethics, technology assisted continuing education, special approval of continuing education courses and the State exam.

The LSBPIE on September 21, 2010 at its regular Board meeting reviewed the "Policies and Procedures for Training and Education" manual in its entirety and approved each section by individual motion and vote of the Board. The Board members responsible for the development and adoption of the Policies and Procedures for Training and Education are:

Annette Vallery Kovac Chairman 5 th Public Service District	John Mowell Vice Chairman 2 nd Public Service District	Kennith Landry General Committee Chairman 1 st Public Service District
Bruce Childers Investing Officer 3 rd Public Service District	Lance Wallace Finance Chairman Personnel Chairman 4 th Public Service District	Maria Dugas Training & Education Chairman LPIA Member at Large
Calvin C. Fayard, III "Trey" Hearing Officer		

Also, former Board member, Paula Clayton, while serving on the LSBPIE, made contributions to the development of the training and continuing education manual.

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PURPOSE: The Private Investigators laws require each licensed private investigator to complete the 40 Hour private investigator training course, pass the State exam and meet all qualifications of law. The Private Investigator Rules & Regulations requires each licensed private investigator to receive 8 hours of continuing education during each year prior to renewal as a prerequisite for maintaining a valid license. The purposes of the policies and procedures are to prescribe the basic continuing education requirements for present and future licensees; to establish standards by which continuing education will be evaluated for the awarding of credit; to ensure substantive training and education programs are being offered by qualified individuals; and to ensure compliance with Louisiana Law and Private Investigator Rules & Regulations.

Section A - DEFINITIONS

1. **“Course Instructor”** - Course Instructor shall mean the individual who is responsible for the implementation of a Continuing Education program in accordance with the policies and procedures and Louisiana laws. Course Instructor must meet the requirements set forth in the policies and procedures. The Board approves Course Instructors.
2. **“Training Course Instructor”** – Training Course Instructor shall mean an individual who is responsible for the instruction of the 40 Hour Private Investigator Course and meets the requirements of La. R.S. 37:3515 B. (1)(2)(3) and PI Rule and Regulations § 505. The Board approves Training Course Instructors.
3. **“Supplemental Instructor”** – Supplemental Instructor shall mean any licensed attorney-at-law or licensed Louisiana private investigator or other individual who education, knowledge and experienced in a particular field. Supplemental Instructor shall be in good standing in their respective field. The Board approves Supplemental Instructor.
4. **“Organization or Associations”** – Organization or Association shall be defined as any entity authorized to do and doing business within the state of Louisiana by the Louisiana Secretary of State’s office. The Organization or Association shall be in good standing with the Louisiana Secretary of State’s office. An Organizational affiliation is not required for submission of Continuing Education programs. Approval of an organization and association by the Board as a continuing education provider is separate from approval of continuing education programs, and does not guarantee approval of any continuing education program submitted to the Board in accordance with the policies and procedures.
5. **“Training”** – applies to the 40 hour private investigator training course required by Louisiana law prior to approval of a private investigator’s license.
6. **“CEH or CE”** – Continuing Education Hours or Continuing Education refers to the required continuing education hours for the annual renewal of private investigator license as set forth in the Private Investigator Rules & Regulations § 518.

7. **“Approved or Approval”** – means that the individual or organization or association must be the requirements of Louisiana laws, Private Investigator Rules and Regulations and/or the requirements set forth in the policies and procedures. Only Course Instructors for Continuing Education, Training Course Instructors and Organizations or Associations shall have an “approved” list. Once “approved” by the Board, these individuals or organizations or associations do not need to request approval again unless they have been removed from the “approved” list by the Board. Any of the Course Instructors, Training Course Instructors, Organizations or Associations may be removed from the “approved” list for failing to comply with Louisiana law, PI Rules & Regulations or policies and procedures for training and education.
8. **“Letter of Approval”** – Upon Board approval of any Course Instructor, Training Course Instructor, Organization, Association or Continuing Education program, the Board office shall send out a letter of approval to the designated address.
9. **Technology Assisted Continuing Education** – Technology Assisted Continuing Education includes online, Internet based, DVDs, CDs or Podcast which offer continuing education.
10. **“Inactive status”** – If a Course Instructor, Training Course Instructor, Organization or Association doesn’t exercise their capacity as instructors or providers of private investigations training and education for a period of three (3) years, the Course Instructors, Training Course Instructor, or Association will be removed from the “Approved” list and must reapply to the Board for approval accordance with the policies and procedures.

Section B – TRAINING (40 Hour Private Investigator Course)

1. Approval of Training Location

- a. **Approval of school** – The Board may approve any school within the higher education system of the state of Louisiana which includes LSU, LSU-Alexandria, LSU-Eunice, LSU-Shreveport, Delgado Community College, Northeast and all institutes of higher learning within Louisiana who wish to participate in the training program of private investigators be approved to teach this class, provided they meet the prerequisite requirements of the Board, and enter into a contract with Board. The schools will have to present their training curriculum to the chairman of TEC and the dates, times and places will be under the direction of the Board Chairman.²

² Approved by Board motion on August 31, 1993. Motion by Joe Oster and seconded by everyone.

- b. A qualified school may be approved to conduct the 40 Hour training class required for licensing of private investigators by submitting a letter of request for approval to the Board. The request shall include the following:
- i. Name and location of the school;
 - ii. Owner of the school;
 - iii. Copy of occupational license;
 - iv. List of course of study;
 - v. Name, address, profession and educational and investigative experience of each instructor teaching a private investigation course; and
 - vi. A notarized statement that each instructor has a minimum of three years supervisory experience with a contract investigator company or propriety investigator organization.³
- c. Training Course Instructors may invite a licensed attorney-at-law or licensed Louisiana private investigator to supplement lesson plans regarding the course taught by the instructor.⁴

2. Course Instructor Requirements & Responsibilities

- a. Training Course Instructors for Training Class shall meet the requirements under Louisiana law R.S. 37:3515.
- b. The location approved to administer the 40 Hour Training Course must pay an administration fee of \$25.00 per course to the LSBPIE.
- c. Training Course Instructor shall be responsible for the following:
- i. Evaluation Forms – Course Instructors for the 40 hour training course shall have all participants complete an Evaluation Form. The Evaluation Form must be turned into the Board office along with the examinations of each participant.
 - ii. Sign in sheet – All participants must print and sign their names on a sign in sheet at the beginning of each class and initial the same at the end of class. The sign in sheet must be submitted to the Board. A form for sign in sheets is included in the policies and procedures.

³ Rules & Regulations; Chapter 5. Application, Licensing, Training, Registration and Fees § 505. Requests for Approval of Training Classes (A) (1-6)

⁴ Rules & Regulations; Chapter 5. Application, Licensing, Training, Registration and Fees § 505. Requests for Approval of Training Classes (B)

3. Ethics and PI Laws

- a. The Board shall provide the Training Course Instructors with an outline for the one (1) hour of Ethics and PI Laws to be included in the training program.
- b. The Training Course Instructor or Supplemental Instructor presenting the one (1) hour session of Ethics and PI Laws must be currently licensed as a Louisiana private investigator by the LSBPIE in good standing or a licensed attorney in good standing.

4. **40 Hour Course Curriculum** – Pending review and development by the Training and Education Committee, current course instructors and Board approval.

5. LSBPIE Exam Administration

- a. Any person alleged to have cheated on the LSBPIE exam must appear before the Board at a regular Board meeting.
- b. Notice of requested appearance before the LSBPIE must be provided to the person who allegedly cheated on the LSBPIE exam by U.S. Certified Mail, Return Receipt Requested.

6. Chapter 5 §507. Licensure Examinations⁵

- A. To be licensed, an applicant must pass a written examination, unless exempt by the grandfather clause, state statute or board resolution. The passing grade of the examination shall be as established by the board.
- B. A person who has not successfully passed the examination can reapply to take the examination twice within a 12-month period. If, after two attempts, the individual has not successfully passed the examination as required, appropriate board action will be taken.

Section C – CONTINUING EDUCATION

1. Continuing Education Requirements

- a. Each licensed private investigator is required to complete a minimum of eight (8) hours of approved investigative educational instruction within the one-year period immediately prior to renewal in order to qualify for a renewal license.⁶
 - i. The eight (8) hours of continuing education shall include seven (7) hours of approved investigative educational instruction and one (1) hour of Ethics and PI laws.

⁵ Rules & Regulations; Chapter 5. Application, Licensing, Training, Registration and Fees § 507. Licensure Examination

⁶ Rules & Regulations; Chapter 5. Application, Licensing, Training, Registration and Fees § 518. Continuing Education (A)

- ii. Continuing Education Hour (Credit) – Each continuing education hour equals fifty (50) minutes of instruction time.
 - iii. The one (1) hour requirement for Ethics & PI Laws can be earned through approved technology assisted continuing education programs.
- b. In order to qualify for credit toward satisfaction of the continuing education requirements of the PI Rules & Regulations, the continuing education program must be a formal program of learning which contributes directly to the professional competence of the licensee through refreshing the licensee's knowledge or skills or educating licensees on a new topic or current subject matter.
 - c. Each licensed private investigator is required to complete and return to the LSBPIE continuing education compliance form with the request for license renewal each year. The form shall be signed under penalty of perjury and shall include documentation of each hour of approved investigation educational instruction completed.⁷
 - d. Any licensee who wishes to apply for an extension of time to complete educational instruction requirements must submit a letter setting forth reasons for the extension request to the Executive Director of the LSBPIE thirty days prior to license renewal. The training committee shall rule on each request. If an extension is granted, the investigator shall be granted 30 days to complete the required hours. Hours completed during a 30 day extension shall only apply to the previous year.⁸

2. Continuing Education Course Instructor or Providers

- a. All continuing education required by the PI Rules and Regulations shall be administrated by an individual, organization or association who:
 - i. is approved by the Board; and/or
 - ii. is a Louisiana licensed private investigator with at least three years of supervisory experience; and/or
 - iii. skilled and experiences in a particular field; and/or
 - iv. a licensed attorney; and
 - v. Any of the individuals or entities listed above must be in good standing with their respective fields; and

⁷ Rules & Regulations; Chapter 5. Application, Licensing, Training, Registration and Fees § 518. Continuing Education (B)

⁸ Rules & Regulations; Chapter 5. Application, Licensing, Training, Registration and Fees § 518. Continuing Education (C)

- vi. A responsible individual, organization or association who has not violated the Board's policies and procedure, Louisiana laws or rules & regulations regarding continuing education, or has offered satisfactory assurances to the Board that they will not again violate the Board's rules regarding continuing education; and
 - vii. A responsible individual, organization or association does not claim, advertise, or otherwise make known that the CE program offered to private investigators as continuing education until the Board has approved the course and issued letter of approval for that particular course; and
 - viii. The CE Course Instructor or provider does not discriminate against any person in an illegal manner, and provides reasonable accommodations to those who are legally entitled to accommodations.
- b. Course Instructor, Organization or Association Responsibilities – In connection with each CE program held, the Course Instructor, Organization or Association shall be responsible for the following:
- i. Management and implementation of the CE program approved by Board.
 - ii. Course Instructor must sign the LSBPIE Compliance Form which each investigator must return to the Board office along with their renewal.
 - iii. Each attendee shall complete a CE program evaluation form which must be returned to the Board office by the private investigator along with their renewal information.
 - iv. Course Instructor is responsible for ensuring that all attendees sign in and show a valid picture identification card such as a valid driver's license or valid private investigator license for identification.
 - v. Course Instructor shall provide the attendee with a certificate evidencing attendance at the CE program including but not limited to: the name of the attendee, CE program date, course contents, Course Instructor Name (and organization, if applicable) and total number of CE earned.
 - vi. Submit the CE program for approval in advance of the program date and advertisement of the program in accordance with policies and procedures.
 - vii. Failure to submit the required information may result in non-approval of future courses, removal from approved list or other actions determined by the Board.

- viii. Amendments to CE program after Board approval – Amendments can be made to the CE program after approved by the Board, subject to subsequent approval of the amendments. Amendments not approved by the Board prior to the program date will invalidate the entire CE program’s prior approval. Amendments to allow for updated information are encouraged; however, amendments to the overall substance and content of the CE program are not recommended.
- c. Course Instructor or Supplemental Course Instructor continuing education credit will be allowed for service as a continuing education instructor at any LSBPIE approved continuing education program. Continuing Education credit is equal to the instruction time for the course. Example: one (1) hour of continuing education instruction equals one (1) hour of CE credit.

3. Education Program Approval

- a. CE Courses will be reviewed for compliance with the following criteria:
 - i. The continuing education program must be relevant to the practice of private investigation;
 - ii. The continuing education program enhances the professional competence of the licensee by refreshing licensee’s knowledge and skills or educating licensee on a new topic;
 - iii. The course shall be taught in a facility that is reasonable clean and comfortable consistent with the learning objectives of the course, with appropriate provisions or access to facilities for the personal needs of the attendees and instructors; and
 - iv. The program must be conducted by a qualified instructor.
- b. The following information shall be submitted for Board review of a continuing education program:
 - i. Title of the CE program.
 - ii. Resume of Course Instructor, unless the Course Instructor has already been approved by Board and is in good standing on the Approved list for Course Instructors.
 - iii. Resume of each Supplemental Instructor. No list of approved Supplemental Instructors is maintained by the Board.
 - iv. LSBPIE CE program Application must be completed and submitted to the Board.

- v. CE program outline of the continuing education topics.
 - vi. CE program materials to be used in connection with the CE program including but not limited to handouts, booklets or power point presentations.
 - vii. Date and location of the CE program. If the CE program will be offered on multiple dates, please list all dates upon initial application. Supplemental dates may be submitted to the Board after the initial CE program is approved; however, supplemental dates are subject to Board approval and guidelines set for in the policies and procedures. The continuing education program offered on subsequent dates must be the same continuing education program outline approved by the Board including topics and instructors.
 - viii. Deadline for submission of CE programs is any date prior to the CE program date and prior to any advertisement or distribution of any information about the CE program. CE programs will be reviewed within 15 days after receipt of the information.
 - ix. Technology Assisted Continuing Education are subject to additional requirements for approval, see the applicable section in the policies and procedures for requirements for technology assisted continuing education programs.
 - x. One (1) continuing education hour credit equals fifty (50) minutes.
 - xi. Approval of any continuing education program is valid for one year from the approval date. The continuing education program must be resubmitted for approval annually. If the course topics and instructors have not changed, the continuing education program still needs to be submitted for approval on renewal application form setting forth the dates for the upcoming year; however, the program materials and resumes do not need to be resubmitted.
- c. CE program guidelines which Course Instructors, organization and/or associations must adhere to:
- i. Approval Acknowledgement – All CE program advertisement or information shall contain the following phrase on all printed materials or website or e-mails or any form of CE advertisement: *"This CE program has been approved by the LSBPIE on 00/00/0000, valid for one year from this date."* The acknowledgement can only be listed on the CE "approved" program and cannot be comingled, blended or referenced along with other events or programs.
 - ii. Cancellation - If any approved CE programs without reasonable cause and 10 days advance notice to the Board and all registered attendees, the Course

Instructor, organization or association may face action by the Board including but not limited revocation of approval status.

- iii. Sign in sheet must include the printed name of the attendee, a place for their signature, and their PI license number or LA driver's license number. If there is a break in the CE program for lunch, a second sign in sheet must be completed in the same manner as the first sign in sheet. All sign in sheets shall be returned to the Board office.
- iv. CE program Evaluation Form – An evaluation form will be provided to investigator by the Course Instructor. The evaluation must be completed by each attendee and returned to the Board office by investigator along with annual private investigator license renewal information.
- v. Violation of CE program guidelines may result in penalties, fines or suspension of Course Instructor from the approved list.
- vi. CE Program certificate shall be issued by the CE provider at the completion of the CE program to each attendee and shall contain the following:
 1. Name of Attendee;
 2. Title of CE Program & Board Approval date of CE program;
 3. Number of hours of instruction earned in the CE Program;
 4. Signature of the Course Instructor or representative of the organization or association; and
 5. Date and location of CE program.

4. Withdrawal of approval by Board:

- a. Approval of any CE program, Course Instructor, Supplemental Instructor, organization or association may be withdrawn by the Board if:
 - i. The establishment or conduct of a program violates, or fails to meet the requirements of, the provisions of this chapter or other applicable law;
 - ii. The information contained in the application for approval is materially inaccurate or misleading;
 - iii. The sponsor, an instructor, or any representative of the sponsor disseminates false or misleading information concerning any program;
 - iv. The performance of the instructor is so deficient as to impair significantly the value of the program; provided; however that the instructor shall receive adequate notice of the discovered deficiency and the opportunity to demonstrate satisfactory correction thereof.

5. Ethics and PI Laws

- a. The Board will provide Course Instructors with an outline for the one (1) hour of Ethics and PI Laws.
- b. The Course Instructor or Supplemental Instructor presenting the Ethics and PI Laws one (1) hour session must be a currently licensed Louisiana private investigator in good standing with the LSBPIE or a licensed attorney in good standing.

6. Technology Assisted Continuing Education Programs

- a. Technology Assisted CE Programs approved by the Board must comply with all Louisiana laws; rules and regulations; and policies and procedures governing continuing education.
- b. Course Instructor, organization or association must renew their approved status annually.
- c. Evaluation Form – the technology assisted CE provider shall provide users the evaluation form used by the Board. This evaluation form must be returned to the Board office by investigators along with annual licensing renewal information.
- d. Technology Assisted CE programs must have the following acknowledgement and disclaimer on their website or any advertisement, written or otherwise regarding the continuing education program and at the commencement of the CE program: *“The LSBPIE has approved this CE program on 00/00/0000, valid for one year from this date.”*
- e. Technology Assisted Testing Requirement – All technology assisted CE programs must include testing of private investigators to ensure their knowledge of the information presented in the program. Investigators must score at least 75% on the test to receive credit for the CE. A sample of the test must be submitted to the Board along with other CE program approval information.
- f. Technology Assisted CE programs must comply with continuing education provisions set forth in the policies and procedures under the regular continuing education sections.
- g. The following must be submitted to the Board for approval of Technology Assisted Continuing Education:
 - i. Resume or information about the person who developed the continuing education program;
 - ii. Program Title and hours of continuing education credit requested;
 - iii. LSBPIE Technology Assisted Continuing Education Application;

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- iv. Technology Assisted Program outline and a copy of all materials utilized as part of the continuing education program;
 - v. Sample of the test administered after completion of the continuing education program;
 - vi. Name of the company, organization or association offering the continuing education program; and
 - vii. Sample of the technology assisted continuing education.
- h. Technology Assisted Program providers shall submit a monthly list of individuals who enrolled and completed the technology assisted courses approved for continuing education by LSBPIE. The list of individuals shall be submitted to the Board by the 1st of each month, commencing May 1, 2011 and each month thereafter. The list of individuals should include the private investigator's name, agency name (if applicable) and the private investigator license number.⁹

7. Special Approval of Continuing Education Courses

- a. Any licensed private investigator may petition the Board for approval of a particular course that he or she has attended or may attend that enhances the knowledge, skills or qualifications of the private investigator.
- b. The following must be submitted to the Board for approval under this section:
 - i. Course, Conference or programs outline including the number of hours for each session attended, details about the course and names of instructors.
 - ii. Name of conference or program.
 - iii. Proof of attendance at the conference.
 - iv. Name of the organization or association providing the program.
 - v. Letter of request setting forth:
 - 1. The reason(s) why this CE will benefit you as a private investigator, and should be approved by the Board.
- c. The Ethics & PI Laws one (1) hour requirement must still be met under approval within this section.

⁹ Approved by the Board on March 22, 2011 by motion of Maria Dugas.

Section D – ETHICS REQUIREMENTS FOR TRAINING AND EDUCATION COMMITTEE

1. The Training and Education Committee Chairman shall not teach or provide CE for profit while serving on as a Board member for LSBPIE for any CE programs approved by the Board.
2. The TEC Chairman shall not teach or provide CE for profit for any CE programs approved by the Board for two years after separation from the Board.
3. The Training and Education Committee Chairman shall not hold any ownership interest in any organization or association approved to provide CE programs for profit by the Board.
4. CE chairman must disclose any direct conflicts of interests or material conflicts in CE programs submitted for approval.
5. The TEC chairman shall not receive continuing education from any approved LSBPIE vendor on a complimentary or discounted basis while serving in the position of TEC chairman.
6. The TEC chairman may be admitted to a continuing education course or any part thereof without a fee; however, no continuing education credit will be allowed for attendance under this provision.
- ~~7. TEC Chairman is exempt from continuing education requirement while serving as chairman of the TEC Committee.¹⁰~~
- ~~8. LSBPIE Board members may earn the required 8 hours of continuing education credit by attending 4 of the 6 board meetings per year.^{11,12}~~

Section E – LOUISIANA REVISED STATUTES ANNOTATED

1. R.S. 37:3515 – Training of investigators; requirements

- A. The board shall approve all training programs.
- B. All training required by this Chapter shall be administered by a licensee who:
 - (1) Is approved by the board.

¹⁰ Repealed by motion of Board on March 3, 2011.

¹¹ Passed by motion of the Board in November of 2011.

¹² Id.

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- (2) Meets the qualifications of an applicant required by R.S. 37:3507.
- (3) Has a minimum of three years supervisory experience with a contract investigator company or proprietary investigator organization.

2. R.S. 37:3507 - Qualifications of license

- A. The board shall base the determination of the satisfactory minimum qualifications for licensing on whether or not the applicant satisfies the following criteria:
 - (1) Is of legal age.
 - (2) Is a citizen of the United States or a resident alien holding proper documentation to work in the United States.
 - (3) Has not been convicted in any jurisdiction of any felony or of any crime involving moral turpitude.
 - (4) Has not been declared by any court of competent jurisdiction to be incompetent by reason of mental defect or disease which has not been restored.
 - (5) Is not a practicing alcoholic or drug addict.
 - (6) If a corporation, shall be incorporated under the laws of this state or shall be duly qualified to do business within the state with a valid certificate of authority issued by the secretary of state, and shall have an agent for service of process designated as required by law.
- B. If, in the discretion of the board, the applicant provides inadequate information to allow the board to ascertain whether the applicant satisfies the qualifications for licensure, the applicant shall be required to provide additional information for the purpose of the application, or may be required to present himself for an interview for this purpose.
- C. An applicant for licensing shall file with the board an application form provided by the board. The form shall require such relevant information about the applicant's character, experience, and background as the board may determine and the following:
 - (1) If the applicant is an individual, the application shall be subscribed and sworn to by such person before a notary and two witnesses.
 - (2) If the applicant is a partnership, the application shall be subscribed and sworn to by each partner before a notary and two witnesses.
 - (3) If the applicant is a corporation, it shall be subscribed and sworn to by at least two principal corporate officers before a notary and two witnesses.
 - (4) Any individual signing a license application shall submit with the license application classifiable impressions of his fingerprints on a form approved by the board.
- D. Every person covered by this Chapter within the state on August 21, 1992, shall have one hundred eighty days after the board is duly constituted to apply to the board for a license

to operate. Any such person filing a timely application may continue to engage in business pending a final determination of his application.

Section F – PI RULES AND REGULATIONS

1. Chapter 5 § 505 – Requests for Approval of Training Classes

- A. A qualified school may be approved to conduct 40-hour training classes required for licensing by submitting a letter of request for approval by the board. The request shall include the following:
 1. name and location of school;
 2. owner of school;
 3. copy of occupational license;
 4. list of course of study;
 5. name, address, profession and educational and investigative experience of each instructor teaching a private investigation course; and
 6. notarized statement that each instructor has a minimum of three years supervisory experience with a contract investigator company or propriety investigator organization.
- B. Course instructors may invite a licensed attorney-at-law or licensed Louisiana private investigator to supplement lesson plans regarding the course taught by the instructor.
- C. Course instructors, whether full or part time, shall apply for a license and take the written examination prior to conducting any private investigation classes.

2. Chapter 5 § 518 – Continuing Education

- A. Each licensed private investigator is required to complete a minimum of eight hours of approved investigative educational instruction within the one-year period immediately prior to renewal in order to qualify for a renewal license.
- B. Each licensed private investigator is required to complete and return the LSBPIE continuing educational compliance form with the request for license renewal each year. The form shall be signed under penalty of perjury and shall include documentation of each hour of approved investigation educational instruction completed.
- B. Any licensee who wishes to apply for an extension of time to complete educational instruction requirements must submit a letter of request setting forth reasons for the extension request to the Executive Director of the LSBPIE thirty days prior to license renewal. The training committee shall rule on each request. If an extension is granted, the investigator shall be granted 30 days to complete the required hours. Hours completed during a 30-day extension shall only apply to the previous year.

3. Chapter 5 §507. Licensure Examinations¹³

- A. To be licensed, an applicant must pass a written examination, unless exempt by the grandfather clause, state statute or board resolution. The passing grade of the examination shall be as established by the board.
- B. A person who has not successfully passed the examination can reapply to take the examination twice within a 12-month period. If, after two attempts, the individual has not successfully passed the examination as required, appropriate board action will be taken.

¹³ Rules & Regulations; Chapter 5. Application, Licensing, Training, Registration and Fees § 507. Licensure Examination

Section G – Training and Education Committee FORMS



TEC forms are available online at the LSBPIE website located at: www.LSBPIE.com.

1. **Course Instructor Application**
2. **Continuing Education Course Application (regular)**
3. **Technology Assisted Continuing Education Course Application**
4. **LSBPIE Sign-in Sheet**
5. **Continuing Education Course Evaluations**
6. **40 Hour Training Course Evaluations**
7. **CE Compliance Forms**