To: Attorney General Liz Murrill

 Attn: Department of Justice, Occupational Licensing Review Program

From: [Occupational Licensing Board Contact]

 [Title], [Name of Occupational Licensing Board]

Date: [Date of Submission]

Subject: [Short Description of Disciplinary Action]

The [Name of Occupational Licensing Board] has proposed [Disciplinary Action] [Citation to Louisiana Administrative Code Action is determined under].

Include if Applicable: The [Name of Occupational Licensing Board] requests an expedited review of the proposed action based on the following circumstances: [Explain- See Expedited Review Guidance Manual].

To facilitate the Department of Justice’s review of the proposed action, [Name of Occupational Licensing Board] provides answers to the following questions.

1. Describe any relevant factual background to the disciplinary action and the applicable rule action is being brought against?

2. Is the disciplinary action within the scope of the occupational licensing board’s general authority to regulate in a given occupation or industry? If so, identify the law that provides the authority for the action and describe how the occupational regulation is within the scope.

3. Identify the clearly articulated state policy (e.g., health, safety, welfare, or consumer protection) in state statute, or any supporting evidence of the harm the action/proposed action is intended to protect?

4. Is the proposed action standard for this type of violation? Please explain.

5. Describe the process that the occupational licensing board followed in determining the action, including any public hearings held, studies conducted, and data collected or analyzed.

6. Does the disciplinary action relate to a matter on which there is pending litigation or a final court order?

7. Please identify the board members voting in favor of this action and state whether the member is an active market participant.

8. If there is another party involved in, or related to, the matter please identify the party and describe any disciplinary actions taken against them.

9. Is there anything else that the occupational licensing board would like the Department to know about the proposed action?

# Criteria for Expedited Review of Disciplinary Actions

## I. Purpose

To ensure the health, safety, and welfare of the public, the Occupational Licensing Review Program (OLRP) may prioritize certain disciplinary actions for expedited review. This section outlines the criteria and provides examples of when such prioritization is appropriate.

## II. Overview of Expedited Review

An expedited review is a prioritized examination of a submitted disciplinary action based on the presence of immediate or ongoing threats to the public. Expedited review is not guaranteed and must be supported by sufficient documentation demonstrating the urgent nature of the matter.

To qualify for expedited review, the submitting board must clearly show that the disciplinary action addresses a situation involving ongoing or imminent harm to the public or serious violations that compromise public trust, safety, or welfare.

## III. Examples of Situations Warranting Expedited Review

* Active or Imminent Public Harm – The licensee is engaged in conduct likely to cause serious physical injury or death (e.g., performing medical procedures without proper qualifications or supervision).
* Sexual Misconduct or Abuse Allegations – Credible accusations of sexual misconduct or abuse, especially involving vulnerable individuals (e.g., patients, minors, or elderly clients).
* Substance Abuse Affecting Practice – Evidence of the licensee practicing while impaired due to drugs or alcohol, especially in roles affecting public health or safety.
* Ongoing Fraud or Theft – Active engagement in fraudulent billing, embezzlement, or theft in connection with professional duties.
* Criminal Charges Directly Related to Licensure – Arrest or indictment for conduct that directly implicates professional qualifications (e.g., a licensed caregiver charged with elder abuse).
* Violation of Prior Sanctions or Consent Orders – Repeated non-compliance with board orders, including failure to adhere to monitoring or rehabilitation terms.
* Pattern of Repeated Violations – History of similar infractions indicating disregard for professional standards and posing a continued threat to public trust or safety.

## IV. Examples of Situations That Do Not Warrant Expedited Review

* Requests based solely on administrative convenience or internal processing delays.
* Efforts to update license status in the absence of ongoing risk.
* Broad or unsupported claims of urgency (e.g., “We want to expedite the suspension”).

## V. Submission Requirements

1. Submit the completed Disciplinary Action Submission Form.
2. If submitted via email, include all supporting documentation (e.g., findings of fact, evaluations, complaints, Police/RAP Back reports) as file attachments—not hyperlinks.
3. Provide a written justification clearly explaining how the matter meets the criteria for expedited review, including any evidence of imminent harm.

## VI. Important Notes

The preferred method for submitting disciplinary actions to OLRP is via U.S. Mail or hand delivery.

OLRP will make every effort to prioritize urgent matters but reserves the discretion to determine whether a request meets the threshold for expedited review.

Incomplete or unsupported requests may be processed according to the standard review timeline.