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].

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 against?

4. Do any less restrictive alternatives to the disciplinary exist for addressing the same harm? If so, include a comparison of the disciplinary action to the alternatives and a justification for not pursuing a less restrictive alternative. If no less restrictive alternatives exist, explain why.

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

6. 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.

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

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

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

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