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 Occupational Regulation]

The [Name of Occupational Licensing Board] has proposed [amendments to/a repeal of/new rule] [Citation to Louisiana Administrative Code].

Include if Applicable: The [Name of Occupational Licensing Board] requests an expedited review of the proposed rule based on the following circumstances: [Explain, See [Guidelines and Criteria](#_Guidelines_and_Criteria)].

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

1. Describe any relevant factual background to the occupational regulation and the purpose of the occupational regulation?

2. Is the occupational regulation 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 rule and describe how the occupational regulation is within the scope.

3. Check all of the following that apply as reasons the occupational regulation is subject to review

[ ]  Creates a barrier to market competition

[ ]  Fixes prices, limits price competition, or results in high prices for a product or service provided by or to a license holder

[ ]  Reduces competition or excludes present or potential competitors from the occupation regulated by the board

[ ]  Limits output or supply in this state of any good or service provided by the members of the regulated occupation

[ ]  Reduces the number of providers that can serve a particular set of customers

[ ]  Changes existing requirements for licensure, certification, registration, etc.

[ ]  Other activity (please describe)

4. 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?

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

6. Describe the process that the occupational licensing board followed in developing the proposed rule, including any public hearings held, studies conducted, and data collected or analyzed.

7. Does the occupational regulation 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 rule, and state whether the member is an active market participant.

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

# Guidelines and Criteria for Expedited Review Requests

## I. General Standard for Expedited Review

Expedited review is an exception to the standard process and shall only be granted upon a clear showing of necessity. An expedited review may be considered when there is:

1. A demonstrable risk of imminent or ongoing harm to the public health, safety, or welfare if the regulation is not adopted or amended immediately; or
2. A statutory or court-ordered deadline requiring action within a timeframe that does not permit a standard review.

**Expedited review will not be granted based solely on administrative convenience, delay in submission, or agency preference.**

## II. Request Submission Requirements

Requests for expedited review must be submitted in writing and include:

1. OLRP Rule Submission Form Requesting Expedited Review, signed by an authorized representative of the board or agency, containing:
* A clear statement requesting expedited review;
* A justification for the request under the criteria listed in Section I;
* Any applicable statutory deadlines or legal obligations;
* Contact information for follow-up communication.
1. Complete Regulatory Packet, including:
* The proposed rule or amendment including a strikethrough/underline version;
* Notice of Intent;
* Approved Fiscal and Economic Impact Statement;
* Report of Public Comments;
* Agency response to public comments;
* Point of contact information
1. In your email submission to OLRP, please indicate this is an expedited request by including “Expedited Request” in the subject line.

## III. Review and Determination

Upon receipt of a complete expedited review request, OLRP will:
- Acknowledge receipt within 3 business days;
- Assess the request’s justification and determine whether expedited review is warranted;
- Notify the requesting entity in writing of the approval or denial of the request;
- If granted, expedited reviews will be prioritized, and every reasonable effort will be made to issue a determination within 10–15 business days, subject to the receipt of public comments, the complexity of the regulation and the completeness of the submission.

## IV. Discretion and Limitation

OLRP retains discretion to deny expedited review if the request does not satisfy the criteria outlined above or if granting such review would materially impair the integrity or independence of the review process. Approval of one expedited request does not set precedent for future submissions.