



ALBU POLICY & PROCEDURES

Pre-Licensing

In order to become an authorized bail agent in the state of Louisiana, you must complete an 8-hour Pre-Licensing course. The fee for this Pre-Licensing course does not include the License Fee and the Exam Fee. Those fees are paid separately to the examination company.

DO NOT schedule your exam until after you have taken the Pre-Licensing course and received the certificate. ALBU is not responsible for lost exam and licensing fees due to a class cancellation or a mistake on the certificate.

You must pre-register for this class. In order to register, you must fill out the Pre-Licensing form and mail it with a check or money order to the ALBU office. **In order to receive a certificate the day of the class, the registration form and fee must be received by ALBU five (5) days prior to the class.**

When attending the class, if you leave early for ANY reason, you will not receive your certificate, and you will not receive a refund for your class. If you are late for the class, you will be required to attend the next scheduled Pre-Licensing course to make up the time you missed. Lost Study Guides can be replaced for a fee of \$50 paid to ALBU. Guides will only be made available for purchase to those who have already attended the ALBU Pre-Licensing Course.

All courses are subject to change or to cancellation based on the participation of each class. Always confirm with ALBU course location and time. We are not responsible for missed courses due to location/time change.

Continuing Education:

All courses are subject to change or to cancellation based on the participation of each class. Always confirm with ALBU course location and time. We are not responsible for missed courses due to location/time change.

You must be pre-registered and pre-paid in order to attend. All monies must be company check or money order, and **must be received in this office five days prior to the time of the class.** If these requirements are not met, we cannot guarantee a certificate at the time of the class.

Six C.E. hours are in classroom. Six hours are offered by self-study. 12 hours are required every two (2) years. Renewals are based on your birth month. Please see birth month renewal chart for the time of your renewal of your license. Hours are reported electronically by this office.

Louisiana Resident License Requirements: **NEW LAW: YOU MUST WORK FOR A BAIL AGENT FOR 6 CONSECUTIVE MONTHS FOR 24 HOURS A WEEK BEFORE YOU CAN BE LICENSED!!!**

- Must be at least 18 years of age
- Must reside or maintain a principal place of business in Louisiana
- Must complete an eight hour Pre-Licensing education program and pass examination
- Must submit appropriate forms and fees

BAIL AGENTS CANNOT BE CONVICTED FELONS

More Information Regarding Pre-Licensing Procedures:

- A pre-licensing certificate is issued at the end of your course. The certificate is valid for one year. You must pass your license exam within 12 months of the date of the certificate.
- The bail bond license fee is \$75. The exam fee is \$50. All registration & application fees are nonrefundable and nontransferable.
- When applying, mail your license application and exam registration at least two weeks before you want to take the exam to **EXPERIOR ASSESSMENTS**. Submit the correct licensing and exam fees and forms to Experior – if incorrect, they cannot be accepted and will not be processed. (You will be given the license application at the Pre-Licensing Course.)

Duration & Renewal of License:

- Bail bond licenses expire on a birth month renewal schedule beginning April 30, 2010. Every bail agent is required to take 12 hours of continuing education every two (2) years.
- A license renewal notice will not be mailed from the Department of Insurance. Licenses are currently being renewed on line, without a paper form. The required filing date, is depending on the month of your birth beginning April 30, 2010. Please see attached chart. The Louisiana Department of Insurance charges a \$50.00 fee for late renewals and those must be submitted in a paper format.
- Any new licensee issued a license within the two year preceding renewal of the license is not required to meet continuing education requirements for the first renewal period **ONLY**.
- The Department of Insurance must be notified in writing within 10 days if an individual or firm changes its mailing, business or residential address at any time. This notice must be submitted on a current Change of Address form. A \$50 fine is imposed if an individual or firm fails to maintain a valid address on file.