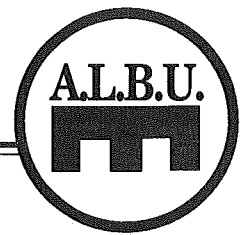


Association of Louisiana Bail Underwriters

P.O. Box 272 • Plaquemine, Louisiana 70765
Office: (225) 685-1151



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.** Or, you may register on line at www.albula.org. You may pay online with a credit card, debit card, or make payment by mail.

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.

The association never cancels a class unless control of that class is out of our hands, i.e. a natural disaster.

Continuing Education:

Twelve (12) 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.

ANNUAL MEETINGS:

An annual meeting of the association is held every year usually in October. We have our paid lobbyist and current information available to all agents in the state. This meeting is usually approved for six (6) hours of Continuing Education.

Louisiana Resident License Requirements: **NEW LAW: YOU MUST WORK FOR A BAIL AGENT FOR 3 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 Prometric Services. Submit the correct licensing and exam fees and forms to Prometric – if incorrect, they cannot be accepted and will not be processed. (You will be given the license application at the Pre-Licensing Course.) Or you may go on line to www.prometric.com.

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...
- 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.