

Rule 15-707. Application; deadlines; withdrawals; postponements and fees.

1 (a) Form. Each Applicant must submit a Complete Application for licensure in accordance
2 with the instructions prescribed by the Bar. Such application shall include an authorization and
3 release enabling the Bar to obtain information concerning the Applicant.

4 (b) Filing deadlines generally. Except as otherwise provided herein, the Bar shall receive
5 Complete Applications by October 1 preceding the February/March LPP Examinations and by
6 March 1 preceding the July/August LPP Examinations. A Complete Application will be accepted
7 up to 15 calendar days after the filing deadline if accompanied by the prescribed 15-day late fee.
8 In accordance with the filing instructions and information for the application, late or incomplete
9 applications will not be accepted with the following exceptions:

10 (b)(1) An Applicant who has not received the criminal background report may submit the
11 application without a criminal background report provided the Applicant provides proof that a
12 criminal background request has been filed prior to submission of the application. Sufficient
13 proof of submission of the criminal background request shall be by declaration in the form
14 prescribed by the Bar. In order for the Applicant's name to be included on a motion for licensure
15 the criminal background report must be submitted to the Bar no later than fourteen (14) calendar
16 days prior to the date the motion is submitted to the Court. The LPP Admissions Committee may
17 withdraw or modify its approval based upon information contained in the criminal background
18 report. In the event the criminal background report is not timely received by the Bar, an
19 Applicant will not be included on the motion for licensure.

20 (c) Withdrawal of applications and refunds. To withdraw an application, written notice must
21 be provided. If written notice of withdrawal is received by the LPP Admissions Office 30
22 calendar days or more before the examination date, one-half of the filing fee shall be refunded,
23 unless the Applicant withdraws after appearing before the LPP Admissions Committee or after
24 the Bar has incurred nonrefundable expenses related to a test accommodation request. Late fees,
25 computer fees, and the application fees of Applicants not taking the licensing exam(s) are
26 nonrefundable.

27 (d) Postponement of application. An Applicant may only postpone or transfer her or his
28 application due to emergency circumstances or pursuant to Rule 15-708(b)(4)(A). Emergency
29 transfers are subject to the following restrictions:

30 (d)(1) The Applicant must provide a written request, including payment of the prescribed
31 transfer fee, prior to the conclusion of the licensing exam(s).

32 (d)(2) Proof of the emergency must be provided. The reasons for the transfer are limited to
33 two circumstances:

34 (d)(2)(A) a personal medical emergency, or

35 (d)(2)(B) a death in the immediate family.

36 (d)(3) The transferring Applicant must specify which future licensing exam(s) she or he plans
37 to take. The exam(s) must be taken within the next two scheduled licensing exam(s).

38 (d)(4) The Applicant must provide an Updated Application by filing a Reapplication for
39 Licensure form, updating any information that has changed since the prior application was filed,
40 and a new criminal background check. The Reapplication for Licensure form should be
41 submitted by the initial application deadline of _____ . A Reapplication for
42 Licensure will be accepted up to 15 calendar days after the filing deadline if accompanied by the
43 prescribed 15-day late fee. A Reapplication for Licensure form will be accepted up to
44 _____ if accompanied by the prescribed 30-day late fee.

45 (d)(5) An Applicant is entitled to one transfer only.

46 (e) Retaking Licensure Exam(s). An Applicant failing a licensure exam(s) who wishes to
47 retake the examination(s) must file a written request, including payment of the prescribed fee, by
48 the retake deadline. Late applications will not be accepted.

49 (e)(1) The Applicant must provide an Updated Application by filing a Reapplication for
50 Licensure form, updating any information that has changed since the application was filed, and a
51 new criminal background check.

52 (e)(2) An Applicant who fails to achieve a passing score after six Licensure Examination(s)
53 may only take additional examination(s) with the permission of the LPP Admissions Committee.
54 A petition providing good cause as to why the LPP Admissions Committee should grant such a
55 request must be filed with the LPP Administrator by the retake deadline. Late applications will
56 not be accepted.

Effective November 1, 2018