

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

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

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

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

22 (2) Applicants may submit an application without having completed the national
23 certification requirements set forth in 15-703(b)(3), provided that the national
24 certification is completed within one year of the successful passage of the LPP
25 examination. Applicants will be unable to obtain licensure prior to successfully
26 completing the national certification.

27 (c) **Withdrawal of applications and refunds.** To withdraw an application, written notice must
28 be provided. If written notice of withdrawal is received by the LPP Admissions Office 30
29 calendar days or more before the examination date, one-half of the filing fee ~~shall~~will be
30 refunded, unless the Applicant withdraws after appearing before the LPP Admissions Committee

31 or after the Bar has incurred nonrefundable expenses related to a test accommodation request.
32 Late fees, computer fees, and the application fees of Applicants not taking the licensing exam(s)
33 are nonrefundable.

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

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

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

41 (A) a personal medical emergency, or

42 (B) a death in the immediate family.

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

46 (4) The Applicant must provide an Updated Application by filing a Reapplication for
47 Licensure form, updating any information that has changed since the prior application
48 was filed, and a new criminal background check. The Reapplication for Licensure form
49 should be submitted by the initial application deadline of October 1 preceding the
50 February/March LPP Examinations and by March 1 preceding the July/August LPP
51 Examinations. A Reapplication for Licensure will be accepted up to 15 calendar days
52 after the filing deadline if accompanied by the prescribed 15-day late fee.

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

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

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

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

65 *Effective November 1, 2020*