

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

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

6 (b) **Filing deadlines generally.** Except as otherwise provided herein, the Bar must
7 receive the Complete Applications by October 1 preceding the ~~February~~/March LPP
8 Examinations and by ~~March~~April 1 preceding the ~~July~~/August LPP Examinations. A
9 Complete Application will be accepted up to 15 calendar days after the filing deadline if
10 accompanied by the prescribed 15-day late fee. A Complete Application will be
11 accepted up to November 1 for the March LPP Examination if accompanied by the
12 prescribed 30-day late fee and up to May 1 for the August LPP Examination if
13 accompanied by the prescribed 30-day late fee. In accordance with the filing
14 instructions and information for the application, late or incomplete applications will not
15 be accepted with the following exceptions:

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

28 (2) An applicants may submit an application without having completed the national
29 certification requirements set forth in 15-703~~(b)(3)(a)(3)(E)~~, provided that the

30 national certification is completed within one year of the successful passage of the
31 LPP examination. ~~An applicants~~ will be unable to obtain licensure prior to
32 successfully completing the national certification.

33 (c) **Withdrawal of applications and refunds.** To withdraw an application, the applicant
34 must provide written notice to the LPP Admissions Office ~~must be provided~~. If written
35 notice of withdrawal is received by the LPP Admissions Office 30 calendar days or
36 more before the examination date, one-half of the filing fee will be refunded, unless the
37 Applicant withdraws after appearing before the LPP Admissions Committee or after
38 the Bar has incurred nonrefundable expenses related to a test accommodation request.
39 Late fees, computer fees, and the application fees of Applicants not taking the licensing
40 exam(s) are nonrefundable.

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

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

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

48 (A) a personal medical emergency, or

49 (B) a death in the immediate family.

50 (3) The transferring Applicant must specify which future licensing exam(s) ~~she or~~
51 he they plans to take. The exam(s) must be taken within the next two scheduled
52 licensing exam(s).

53 (4) The Applicant must provide an Updated Application by filing a
54 Reapplication for Licensure form, updating any information that has changed
55 since the prior application was filed, and a new criminal background check. The
56 Reapplication for Licensure form should be submitted by the initial application
57 deadline of October 1 preceding the ~~February/~~ March LPP Examinations and by
58 ~~March~~ April 1 preceding the ~~July/~~ August LPP Examinations. A Reapplication

59 for Licensure will be accepted up to 15 calendar days after the filing deadline if
60 accompanied by the prescribed 15-day late fee. A Complete Reapplication will be
61 accepted up to November 1 for the March LPP Examination if accompanied by
62 the prescribed 30-day late fee and up to May 1 for the August LPP Examination if
63 accompanied by the prescribed 30-day late fee.

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

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

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

71 (2) An Applicant who fails to achieve a passing score after six Licensure
72 Examination(s) may only take additional examination(s) with the permission of the
73 LPP Admissions Committee. The applicant must file aA petition with the LPP
74 Admissions Office by the retake deadline providing good cause as to why the LPP
75 Admissions Committee should grant such a request. ~~must be filed with the LPP~~
76 ~~Administrator by the retake deadline.~~ Late applications will not be accepted.

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