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State of Louisiana
Board of Private Investigator Examiners

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EXECUTIVE DIRECTOR

April 21, 2011

Re: Implementation Plan for TEC Policies and Procedures
Effective: May 1, 2011

Dear Technology Assisted Continuing Education Providers:

I am writing to advise you of changes in the Continuing Education Requirements which take **effect on May 1, 2011**. Louisiana licensed private investigators are still required to obtain a total of eight (8) hours of continuing education each year for license renewal. However, private investigators are now required to obtain one (1) hour of PI Laws & Ethics.

In an effort to standardize the material being offered related to PI laws and ethics, the Board adopted a standardized curriculum for the one (1) hour ethics requirement and this is the only curriculum that will qualify for this new requirement. Any continuing education provider who plans to offer the 1 hour of ethics should contact the Board office for the course information. A Power Point presentation has been developed to coincide with the ethics booklets. Please note that both the ethics booklet and power point presentation are property of the Board and can be used in connection with Board approved continuing education programs. These materials cannot be reproduced for any other purpose without the consent of the Board.

There is a new reporting requirement for Technology Assisted Continuing Education providers effective May 1, 2011. The requirement has been included in the TEC policies and procedures and states the following:

- "h. Technology Assisted Program providers shall submit a monthly list of individuals who enrolled and completed the technology assisted courses approved for continuing education by LSBPIE. The list of individuals shall be submitted to the Board by the 1st of each month, commencing May 1, 2011 and each month thereafter. The list of individuals should include the private investigator's name, agency name (if applicable) and the private investigator license number.¹"

The Board adopted a comprehensive Training and Education Policies and Procedures which sets forth all information and requirements related to continuing education and the 40 Hour Basic PI

¹ Approved by the Board on March 22, 2011 by motion of Maria Dugas.

Training Course. This manual is available online at www.LSBPIE.com. To help clarify some of the new rules, below are steps that you must take to offer continuing education after May 1, 2011:

- **Existing Continuing Education Providers** (individual, organization or association) must do the following before May 1, 2011:
 - Complete the “**Course Instructor Application**” form and check off renewal at the top of the form.
 - Technology Assisted Providers must also submit the “**Course Instructor Application**” form and check off renewal at the top of the form.
 - Approval as a Continuing Education Course Instructor does not automatically mean that any prior approved course is still valid. Please see direction below regarding courses.

- **Prior Approved Continuing Education Programs** – These CE programs include all programs that were approved by the Board prior to March 1, 2011. If the Continuing Education program was submitted to the Board within the last two years and meets the current Continuing Education requirements, please submit the CE program as a renewal CE program. Please use the proper renewal forms. Same applies for technology assisted CE providers.
 - If the CE program was approved prior to 2009 or does not meet the current CE program, please make the necessary revisions and submit the program as a new continuing education program.
 - Complete the “**Continuing Education Program Application**” and check off the renewal application. Technology Assisted Providers must complete the “**Technology Assisted CE Application**” and check off renewal.
 - Only provide requested continuing education information if not previously provided to the Board.
 - If your course contained laws, regulations, or case law, please be sure to include updated copies of those particular materials.
 - Only providers who send the Board specific dates of their course will be posted on the Board website. Providers must notified the Board of all course dates in advance of the course.

- **New Approval of Continuing Education Programs** The TEC Policies and Procedures, section C.3.a. sets forth the criteria required by the Board for all continuing education programs. Section C.3.b. sets forth the specific information that must be submitted to the Board for CE program approval. If all of the required information is not available at one time, the CE provider may submit the Board forms and available materials for approval; however, all the required information must be submitted prior to the CE program date. Same applies for technology assisted CE programs.
 - Approval of a CE program is valid for one year. If you seek approval for the same exact program in subsequent years, the Board offers a renewal of an existing program.
 - Advertisement of a CE program as “approved by the Board” is prohibited prior to actual Board approval.

- Dates for courses must be provided to the Board in advance of the course. Only CE providers with course dates will be published on the website.
- **Use of Continuing Education programs approved by the Board prior May 1, 2011** and are not submitted as a renewal or new program, CANNOT be used for valid continuing education after May 1, 2011. Same applies for technology assisted CE providers.

As of May 1, 2011, all CE providers who have not confirmed the requirements above will be removed from the LSBPIE website until compliance with the TEC Policies and Procedures has been met by the provider.

I would also like to thank you, as continuing education providers, for sharing your expertise, knowledge and educational wealth with Louisiana private investigators through approved continuing education programs.

If you have any questions related to the change in the continuing education requirements, please contact the Board office at 800-299-9696 or Maria Dugas, TEC chairman, at (985) 637-1337 or maria@LaSpy.com.