



Louisiana

Office of the Governor
Auctioneers Licensing Board

5222 Summa Court, Suite 352
Baton Rouge, LA 70809

Telephone 225.763.5568 Fax 225.763.5598
Website: www.lalb.org Email: admin@lalb.org

Requirements for Apprentice Auctioneer Licensing

In order to be considered for an Apprentice Auctioneer License, you must submit the following items. Please use this checklist to insure that you have complied with all requirements.

_____ Application form: completed, signed and notarized

_____ Oath of office form: completed, signed and notarized

_____ Irrevocable Consent Form: signed and notarized (out of state applicants only)

_____ Notarized copy of your voter registration card if individually owned

_____ Obtain and submit a Surety Bond in favor of the Louisiana Auctioneers Board in the Amount of \$10,000. All bonds must run concurrent with the licensing period ending December 31st. The original must be submitted.

_____ Submit a passport size photograph taken within the past 6 months

_____ Signed Apprentice Rules and Regulations

_____ Certified check or money order made payable to the Louisiana Auctioneers Board for \$100

All license applications are considered at regularly scheduled board meetings. Applications are due 2 weeks before the board meeting. Please visit our website to view board meeting dates.

Both the perspective apprentice and the sponsor must be present at the meeting for licensing consideration.

License fees are not pro-rated and are non-refundable.



RULES AND REGULATIONS - APPRENTICE AUCTIONEER LICENSING

1. The licensed Louisiana auctioneer acting as the supervisor for the apprentice auctioneer must hold the apprentice auctioneer's license. Under no circumstance is the apprentice auctioneer to have, display, or carry his license at any time.
2. When an apprentice auctioneer's employment with the supervising auctioneer is terminated for any reason, the supervising auctioneer shall immediately deliver or send by registered mail the apprentice auctioneer's license to the Board. He must sign the back and indicate the termination date. Such apprentice auctioneer shall not engage in any auctioneering activity until he receives a new license (for the expired term) bearing the name, address, and current license number of his new employer. No more than one license shall be issued to any apprentice auctioneer for the same period of time. There will be just one licensed auctioneer supervisor at a time for an apprentice auctioneer. Should the apprentice auctioneer practice under another licensed auctioneer without a release from the first, his license shall be suspended.
3. Any person acting as an apprentice auctioneer within the meaning of these rules and regulations without a license and any person who violates these rules and regulations shall be subject to revocation of his license. The Louisiana auctioneer serving as sponsoring supervisor is also subject to revocation of his license should his apprentice auctioneer violate these rules and regulations.
4. The license of an apprentice auctioneer shall be automatically suspended upon the revocation of suspension of the license of the Louisiana auctioneer who is his sponsoring supervisor; however, the apprentice auctioneer may retain his license by transferring to the employment of another Louisiana licensed auctioneer within twenty-one days of the effective date of such revocation or suspension. If the apprentice auctioneer does not transfer to another Louisiana licensed auctioneer within the twenty-one days, he must start his one-year apprentice program over.
5. This paragraph of the rules and regulations specifically prohibits the apprentice auctioneer from calling an auction unless the licensed auctioneer serving as his supervisor is on the premises at all times. If he does call an auction, his license will be suspended.
6. Upon completion of the one year apprentice program, the apprentice auctioneer may apply to take the Louisiana auctioneer's examination and become licensed in the state of Louisiana. He must contact the Board's office and request the application.
7. In addition to complying with all other statutes and regulations, a person who is the holder of an apprenticeship license in Louisiana must complete the following criteria within one year after issuance of his or her apprenticeship license:

a) The apprentice must participate in five auctions within one year. The following tasks must be performed by the apprentice auctioneer:

1. Clerking
2. Ring work
3. Set up
4. Close down
5. Auctioneering

8. An apprentice auctioneer's participation in a minimum of five auctions per year must be verified by his sponsor/auctioneer as to the date and time of hours earned, along with a brief description of the tasks performed. The sponsor/auctioneer must sign each entry.

9. Falsification of any entry which has been signed as approved by the sponsor/auctioneer shall be grounds for immediate revocation of both the sponsor/auctioneer's license, as well as the apprentice auctioneer's license.

10. At the end of the one year period, if the apprentice auctioneer has successfully completed the requisite five auctions as outlined above, the apprentice auctioneer shall at that time be eligible for application to obtain a standard auctioneer's license with the Louisiana Auctioneers Licensing Board.

11. If an apprentice auctioneer does not meet the requisites outlined above, he may apply to the Board for a sixty (60) day extension within which to comply to become eligible for application as a standard auctioneer in the state of Louisiana.

12. In no instance, other than as outlined above, shall an apprentice auctioneer be eligible for application and testing to become a regular auctioneer unless the apprentice has completed the requisite five (5) auctions as outlined above.

13. These rules shall apply to all apprentice auctioneers applying for an apprentice license after January 1, 1999.

Date: _____

I, _____ AND I, _____,
Apprentice Auctioneer LA Licensed Auctioneer

DO HEREBY CERTIFY THAT WE HAVE READ AND UNDERSTAND THE FOREGOING RULES AND REGULATIONS GOVERNING THE LICENSING OF APPRENTICE AUCTIONEERS AND DO HEREBY CERTIFY THAT WE WILL ABIDE BY SAID RULES AND REGULATIONS.

Apprentice Auctioneer

Witnessing Board Member

LA Licensed Auctioneer

Witnessing Board Member



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Application for Apprentice Auctioneer License

Applicants must read the LA Auctioneers Licensing Board's Statutes and Regulations prior to completing and submitting this application. Signing this application indicates you have done so and that you understand and will comply with all laws and regulations.

Last Name		First Name		Middle	
Social Security Number		Date of Birth		Company Name	
Address			Business Address		
City/State/Zip			City/State/Zip		
Parish of Residence	Home Phone		Business Phone		Cell Phone
Email address			Place of Birth		
US Citizen?			Legal Alien? If yes, please provide a certified copy of your green card		
Name of Louisiana Licensed Auctioneer you will apprentice under			Louisiana License Number of Auctioneer you will apprentice under		

BUSINESS AFFILIATIONS – Please list the names of all businesses with which you are affiliated, and give information as to how you are affiliated with each. For example, are you an officer, employed full time or part time? Or are you on contract with any auction business?

Company Name	Address	Phone	How affiliated?

AUCTION BUSINESSES OWNERSHIP- please complete if you own an auction business

Name of Business	DBA	Address	Phone

For Office Use Only:

Date Received	Amount/Form	Oath of office	Apprentice rules/ regs	Photo	Bond	Voter Registration

REFERENCES - Please list three references who will attest to your reputation and adherence to ethical standards.

Name of Reference	Address/Phone Number	Relationship

Please answer the following questions and submit any necessary explanations on a separate piece of paper.

- Have you been denied an auctioneer or auction business license in this or any other state? Yes No
- Have you ever had an auctioneer or auction business license suspended, revoked, or denied? Yes No
- Is there any action pending against you in connection with an auctioneer or auction business license? Yes No
- Have you ever been disciplined by the licensing authority in another jurisdiction? Yes No
- Have you ever been convicted of any criminal offense, other than a minor traffic violation? Yes No
- Is there a criminal charge now pending against you in this or any other state? Yes No
- Do we have your permission to conduct a criminal background check? Yes No
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AFFIDAVIT
Louisiana Apprentice Auctioneer

I, _____, swear and affirm that the information on this application is true and correct to the best of my knowledge.

Signature: _____

Sworn to and subscribed before me this _____ day of _____, 20_____

NOTARY PUBLIC SIGNATURE/SEAL

OATH OF OFFICE

MAY BE ADMINISTERED BY NOTARY PUBLIC

STATE OF: _____

PARISH OR COUNTY OF: _____

I, _____ do solemnly swear (or affirm) that I will support the Constitution and Laws of the United States and the Constitution and Laws of this State; and that I will faithfully and impartially discharge and perform all duties incumbent on me as a Louisiana Auctioneer according to the best of my ability and understanding. So help me God.

Mr./Ms. _____

Business Address _____

Business Phone _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY

OF _____, 20_____.

TITLE OF OFFICIAL ADMINISTERING OATH

**IRREVOCABLE CONSENT AND APPOINTMENT OF
AGENT FOR SERVICE OF PROCESS**

STATE OF: _____

COUNTY OF: _____

Before me, the undersigned Notary, personally came and appeared:

who, after being duly sworn, did depose and say that he is an applicant for a Louisiana Auctioneer's License and that he does by these presents irrevocably consent that any cause of action growing out of any transaction subject to Louisiana Revised Statutes 37:3101 et seq., and Revised Statute 5:3, may be commenced against the said applicant in the proper court of any parish of this state in which the cause of action may arise, or in which the plaintiff may reside, by a service of process upon the Louisiana Auctioneer's Licensing Board for the State of Louisiana as the licensee's agent. The applicant further stipulates and agrees that such service of process shall be taken and held in all courts to be valid and binding as if due service has been made upon the person according to the laws of this or any other state.

Signature of Applicant: _____

SUBSCRIBED AND SWORN TO BEFORE ME AT _____

This _____ day of _____, 20_____.

NOTARY PUBLIC _____

ADDRESS OF NOTARY _____

This form must be filed by all non-residents, along with the application.