



## Requirements for Apprentice Auctioneer Licensing

In order to be considered for an Apprentice Auctioneer License, the applicant must be a Louisiana resident, at least 18 years old, a high school graduate, and must have worked in the Auction Business for at least 1 year prior to application. The supervising auctioneer must be a Louisiana resident who has been licensed for at least 5 years.

You must submit the following items. Please use this checklist to ensure that you have complied with all requirements. Mail the application and attachments to the address above.

\_\_\_\_\_ Application form: completed, signed and notarized

\_\_\_\_\_ Oath of office form: completed, signed and notarized

\_\_\_\_\_ Proof of Citizenship: submit a notarized copy of your voter registration card, U.S. passport, or Birth Certificate. Legal Alien- submit a certified copy of your green card.

\_\_\_\_\_ Obtain and submit a Surety Bond in favor of the Louisiana Auctioneers Board in the Amount of \$10,000. The Bond must be issued in your name. All bonds must run concurrent with the licensing period ending December 31<sup>st</sup>. Multi-year bonds are accepted. The original must be submitted. Be sure to sign your bond.

\_\_\_\_\_ Submit a passport size headshot taken within the past 6 months

\_\_\_\_\_ Signed Apprentice Rules and Regulations (attached to this application)

\_\_\_\_\_ Fee: check, money order, or credit card 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.

The prospective apprentice and the supervising Louisiana licensed Auctioneer must appear together before the Louisiana Auctioneers Licensing Board at a regularly scheduled meeting in order for the application to be considered and approved prior to being granted apprentice status.

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



## **RULES AND REGULATIONS - APPRENTICE AUCTIONEER LICENSING**

### **§1117. Qualifications for Licensing as an Apprentice Auctioneer**

In order to qualify as an apprentice auctioneer, the applicant must comply with the following:

- A. The applicant must be at least 18 years of age and have a high school diploma or its equivalent.
- B. The applicant must be a legal resident of the State of Louisiana.
- C. The apprentice applicant must have worked in the auction business for a minimum of one (1) year prior to application for an apprenticeship.
- D. The applicant must submit the following:
  1. An application for licensing on a form to be provided by the Board;
  2. An oath of office;
  3. A good and sufficient surety bond executed by the applicant as principal and by a surety company qualified to do business in the state of Louisiana as surety in the amount of \$10,000, which shall be delivered to the board at the time of the initial license application (see §1201);
  4. A certified copy of voter registration or other appropriate proof of residency;
  5. Application fee in the sum of \$100;
  6. A form signed by the supervising Louisiana resident licensed auctioneer stating that the apprentice will be serving under him for the term of one year;
  7. A copy of the rules and regulations signed by both the apprentice and the supervising auctioneer.
- E. The apprentice must work under a Louisiana licensed auctioneer during his one-year training period who has qualified as a Supervising Auctioneer pursuant to Section 1118 of this Chapter.
- F. The prospective apprentice and the supervising Louisiana licensed auctioneer must appear together before the Louisiana Auctioneers Licensing Board at a regularly scheduled meeting in order for the application to be considered and approved prior to being granted apprentice status.

### **§ 1118. Qualifications to be Supervising Auctioneer for Apprentice**

In order to qualify as a Supervising Auctioneer for an Apprentice, the auctioneer must comply with the following:

- A. The auctioneer must be a Louisiana resident.
- B. The auctioneer must have been licensed by the Board for at least five consecutive years at the time of the application by the apprentice.
- C. Any auctioneer who presently has an apprentice training under him may complete the year. This regulation will affect only those who begin an apprenticeship training after the approval of these regulations.

D. The auctioneer cannot have any other apprentice being supervised at the time of application. A supervising auctioneer may have only one apprentice working under his supervision at any time.

### **§1119. Apprentice Auctioneer Licensing**

A. The licensed Louisiana auctioneer acting as the supervisor for the apprentice auctioneer must hold the apprentice auctioneer's license. Under no circumstances is the apprentice auctioneer to have, display, or carry his license at any time.

B. 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 auctioneer activity until he receives a new license (for the expired term) bearing the name and current license number of his new supervising auctioneer. No more than one license shall be issued to any apprentice auctioneer for the same period of time.

C. 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, the apprentice auctioneer's license shall be suspended.

D. There will be an additional charge of \$25 for the new license.

E. The length of time that an applicant shall work as an apprentice auctioneer shall be 12 months. During that period of time the apprentice auctioneer shall work and be directly involved in at least 80 hours over a minimum period of 12 days.

F. The apprentice auctioneer shall receive training in the following areas:

1. The establishment and use of Escrow Accounts.

2. Bid Calling.

3. Pre-Auction activities which will include: Handling consignments, and all related matters, including but not limited to consignment contracts, the assignment of lot numbers, the establishment of conditions and reserves for consignments, and advertising.

4. Auction Day activities which will include: Clerking at the auction, including writing sale tickets, keeping track of all sales, and any related paper work or using appropriate auction software, ringman/spotter.

5. Post Auction Activities which will include: Closing out the auction and maintaining and balancing auction account records, Collecting and remitting sales taxes to the proper government entities, Settlements, closeouts and payments to consignors.

G. 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 discipline of his license should his apprentice auctioneer violate these rules and regulations.

H. The license of an apprentice auctioneer shall be automatically suspended upon the revocation or suspension of the license of the Louisiana auctioneer who is his sponsoring supervisor or in the event the supervising auctioneer becomes incapacitated; however, the apprentice auctioneer may retain his license by transferring to the supervision of another Louisiana licensed auctioneer within 21 days of the effective date of such revocation or suspension. If the apprentice auctioneer does not transfer to another Louisiana licensed auctioneer within the 21 days, he must start his one-year apprentice program over.

I. This Subsection of the rules and regulations specifically prohibits the apprentice auctioneer from calling an auction unless the supervising licensed auctioneer is directly supervising the sale sight at all times. If he does call an auction outside of the presence of his supervising auctioneer, his license will be suspended.

J. 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 submit the following in order to be considered for administration of the test:

1. a completed application for license as an auctioneer;
2. oath of office;
3. posting of a \$10,000 surety bond, made payable to the Louisiana Auctioneers Licensing Board (see §1201);
4. A certified copy of voter registration or other appropriate proof of residency;
5. application fee in the sum of \$300 (this includes the \$150 license fee, the \$75 application fee, and \$75 examination fee);
6. a form signed by the supervising Louisiana licensed auctioneer stating that the apprentice did serve under him for the term of twelve months and during which he worked at least 80 hours over a minimum period of 12 days. Evidence of the number of days/ auctions, along with the place, date and time and the type of work done by the apprentice shall be established by completion of a form to be provided by the Board.

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.

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.

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 required hours above have been met.

These rules shall apply to all apprentice auctioneers applying for an apprentice license after January 1, 2015.

## **Agreement to Abide by the Rules and Regulations**

Apprentice Name: \_\_\_\_\_

Auctioneer Name: \_\_\_\_\_ License # \_\_\_\_\_

We 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.

We also understand that we must both appear together before the Board at a regularly scheduled meeting in order for the application to be considered and approved prior to being granted apprentice status. Board meetings are held in Baton Rouge and typically begin at 11am. We have checked the dates on the Board Meetings page of LALB.org and are requesting this application be added to the agenda for the meeting date of

\_\_\_\_\_  
(Meeting date you will both be present)

Once your application is received, you will be contacted to let you know that your application will be on the agenda and to provide the meeting location and start time.

\_\_\_\_\_  
Apprentice Auctioneer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LA Licensed Auctioneer Signature

\_\_\_\_\_  
Date



**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 been convicted of, placed on deferred adjudication, or pled guilty for any misdemeanor or felony in this or any other state? (not including traffic violations)  Yes  No

Is there a criminal charge now pending against you in this or any other state?  Yes  No

**If you answered yes to any of the above questions, you must provide an explanation.**

Do we have your permission to conduct a criminal background check?  Yes  No

**AFFIDAVIT**  
**Louisiana Apprentice Auctioneer**  
*To be signed in the presence of a notary*

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**  
To be signed in the presence of a notary

STATE OF: \_\_\_\_\_

PARISH OF: \_\_\_\_\_  
(where you are when you sign this form)

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 Apprentice Auctioneer according to the best of my ability and understanding. So help me God.

Applicant's Signature \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_\_.

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NOTARY PUBLIC SIGNATURE/SEAL

**CREDIT CARD PROCESSING REQUEST**



NAME ON CREDIT CARD: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

BILLING ZIP CODE: \_\_\_\_\_

Fee: \$100

I understand the Treasurer of the State of Louisiana has approved a \$5.00 processing fee to be added to my fee each time a credit card is used.

SIGNATURE: \_\_\_\_\_