



LOUISIANA

Addictive Disorder Regulatory Authority

Policy Name: Felony Waiver

Approval Authority: The ADRA Board is responsible for final approval of new or revised policies and procedures. The ADRA office will be responsible to ensure that necessary policies, procedures, and guidelines are current and available on the appropriate departmental website and implemented accordingly.

Revisions: August 2022

Errors or changes? Send email to lauren.smith@la-adra.org

1. Policy Statement

The ADRA works to ensure that felony waiver requests are efficiently processed in a timely manner.

2. Reason for Policy

The purpose of this policy is to outline the ADRA Board's standards and requirements necessary for processing a felony waiver request.

3. Who Should Read This Policy

The following individuals should observe this policy and follow its procedures and understand this policy in order to perform job duties:

- All members of the ADRA community including but not limited to:
 - ADRA Staff
 - ADRA Board Members
 - All individuals regulated by the ADRA
 - All individuals applying to be regulated by the ADRA
 - Addiction Counselors/Prevention Professionals
 - Certified Clinical Supervisors
 - Certified Compulsive Gambling Counselors
 - Public

4. Related Documents

5. Contacts

ADRA Office

4919 Jamestown Avenue, Suite 203

Baton Rouge, Louisiana 70808

225-361-0698 (phone)

www.la-adra.org (website)



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6. The Policy

In an effort to clarify the ADRA's expectations for the submission of a felony waiver request, please note the following:

The ADRA board has the authority to establish and maintain minimum standards for issuing credentials. In regards to waiving felony convictions, the ADRA board has created standards and requires full transparency from the applicant.

The requirements are as follows:

1. A statement from applicant **requesting the waiver** of the felony. This statement must include a detailed description of the charge(s) and how they relate to their Substance Use Disorder (SUD). If the offense was not a result of a SUD, the Board retains the right to approve or deny the waiver request. This statement must also include a detailed description of the recovery process the applicant was involved in;
2. Official court documentation stating charge(s) and sentence(s);
3. Official court documentation verifying all consequences of the conviction have been completed.
Documentation to be included, but not limited to:
 - All fines/fees/restitution paid
 - Jail time completed
 - Probation/parole has been terminated successfully
 - Successful completion of any special condition ordered by the court

Please note:

If you have ever been convicted of a felony, you MUST report it to the Board. Expungement and first offender pardon documentation will not be considered as a substitute for any of the required information and does not qualify as an exception. The required statement with waiver request from the applicant must be typed as a professional, formal letter addressed to the Chairman and **signed** by the applicant. Please be aware of grammatical errors and typos. This is a professional representation of the applicant – ensure the standards are set high. The ADRA Board is not under any obligation to grant the waiver. The request is considered based on circumstance and may require additional information or to be presented to the entire Board. If the applicant has multiple felonies, each felony must have all supporting documentation present and the statement with request for waiver must relay this information accordingly.

We cannot accept screenshots or pictures taken from cell phones of court documents. Please have all supporting documents scanned prior to emailing to our office. All proof must be documented by an officer of the court and/or the Department of Public Safety and Corrections.

Felony waiver requests will be reviewed by the Director every Wednesday. Submissions and additional requested documents must be received in the office no later than noon on Tuesdays. Once all requested information is received, you will be notified that the felony waiver request will be submitted to the ADRA Chairman for review. Please allow 14-21 days before contacting the office to inquire about your waiver status.

General information and application instructions regarding all ADRA credentials can be found on the ADRA website at www.la-adra.org. The most current copy of this policy is also maintained on our website for your reference.

7. Compliance with this Policy

Failure to comply with this policy may result in the denial of the waiver and/or untimely and inaccurate transfer of information. Failure to report all past and/or current change(s) in legal status could result in the revocation of the individual's status/credential. If there is anything in this policy that you do not understand, please contact the ADRA office using the information provided.

Please note that the procedures and policies outlined in this policy, and in any related policy, may be reviewed or changed at any time. You will be alerted to important changes and updates will be published on our website.