



Post Office Box 94111  
Baton Rouge, LA 70804-9111

[www.civilservice.la.gov](http://www.civilservice.la.gov)

**SHANNON S. TEMPLET, DIRECTOR**

Phone: 225-342-8274

Fax: 225-342-8058

TDD: 800-846-5277

Toll Free: 866-783-5462

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## GENERAL CIRCULAR NUMBER 2015-007

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**DATE:** March 24, 2015

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Reminder that the PET Testing Exemption for Promotion of Permanent State Employees will be Expiring on April 30, 2015

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The Professional Level Exam was implemented on March 1, 2013. As a result, State Civil Service issued a new limited-time testing exemption which could be used for the promotion of permanent status classified employees during the transition from the old Professional Entry Test (PET). This exemption is shown below:

Beginning May 1, 2013, classified employees with permanent status and a current active Professional Entry Test (PET) score may be promoted to a job in the Professional Level Exam (PLE) series without requiring a PLE score. Agencies may accept the employee's PET score in place of the PLE score. This exemption will expire on April 30, 2015. Beginning May 1, 2015, agencies will no longer be able to use this test exemption.

This general circular serves as a reminder to state agencies and employees that this exemption will be ending; therefore, employees without an active PLE score will need to take the PLE by April 30th and obtain a passing score if they wish to continue to be eligible for jobs covered by the PLE after that date (unless they fall under another testing exemption being accepted by the hiring agency for any particular posted vacancy). Because testing exemptions are optional and may not be used for all vacancies, it is in the employee's best interest to test and obtain a PLE score in order to be eligible for a larger number of job opportunities.

Any questions about this issue may be directed to Joan Haase, Staffing Assistant Division Administrator at (225) 342-8550 or [Joan.Haase@la.gov](mailto:Joan.Haase@la.gov).

Sincerely,

s/Shannon S. Templet  
Director