



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2020-033

DATE: May 18, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: COVID-19 – No. 24: State Civil Service to Resume Testing at Baton Rouge Testing and Recruiting Center

The Baton Rouge Testing and Recruiting Center will resume testing on a limited basis beginning Wednesday, May 20, 2020. The only service that will be provided, at this time, is testing. All test scheduling will be conducted by reservation only; there will be **NO walk-in testing at this time.**

Additional testing sessions are being provided to accommodate smaller class sizes and in order to conduct social distancing. Tests will be given by appointment only at 8am and 12:30pm Monday through Friday. **In order to schedule to take a test, You MUST send an email request to State Civil Service at mytest@la.gov indicating your preferred date and time.**

The request for testing must include the following information:

- Name
- Phone Number
- Current Home Address
- Requested Exam
- Requested Date / Time (up to three choices)

You will then receive a confirmation email from SCS staff indicating your assigned test date and time as well as additional information regarding the correct protocol for checking in at the Testing & Recruiting Center and requirements for testing. If you are unable to access email, you may contact the Testing and Recruiting Center at (225) 925-1911 or Toll-Free at (866) 783-5462 and SCS staff will assist in the scheduling process.

Please be aware that you will be required to wear a mask to enter the building and for the duration of your presence in the building, including while testing.

All Saturday centers will remain closed until further notice. Only the Baton Rouge Testing and Recruiting Center will be conducting tests.

State Civil Service will continue to monitor the developments and safety recommendations related to COVID-19 and provide updates to testing protocols as warranted. Please continue to check our website and social media platforms for updates and/or changes to the situation.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director