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Memorandum

To: Current Civil Service Employees
From: SCS – Staffing Division
Date: January 31, 2013
Subject: Professional Level Exam (PLE) Implementation

Current state employees who are applying for professional level jobs that require a State Civil Service test score should be aware that the current Professional Entry Test (PET) is being replaced. The last date for administration of the PET will be February 28, 2013. Administration of the new PLE will begin Friday, March 1, 2013, in our Baton Rouge Information and Testing Office. Our Saturday Test Centers in New Orleans, Opelousas, Lake Charles, Shreveport and West Monroe will begin administration during the month of March. Schedule dates for each location can be found on our website at www.civilservice.louisiana.gov.

Important Dates During This Transition Period:

- Thursday, February 28, 2013—The final date that the current Professional Entry Test (PET), Series 9333, will be given at the Baton Rouge Information and Testing Office.
- Friday, March 1, 2013—The new Professional Level Exam (PLE), Series 8100, will be given at the Baton Rouge Information and Testing Office.
- Saturday, March 2, 2013—Administration of the Series 8100 (PLE) in Saturday Centers begins. Check website at www.civilservice.la.gov for schedule dates for each location.
- Monday, April 15, 2013—State agencies will no longer post job vacancies on the State Civil Service website that require a score for the PET after this date.
- Tuesday, April 30, 2013—All scores currently active for the PET will expire.
- Wednesday, May 1, 2013—Scores for the PLE will become active. The minimum passing score will be 70.

You may apply for and take the new PLE during the transition period, but you will not receive grade notices until after April 30, 2013. This delay is necessary to build up the new eligible list. On May 1, 2013, the PLE grades will become active and may be used to apply to posted vacancies. **All new scores for the PLE will have an expiration date of two years following the effective date of the test score.**

There will be a limited transition exception period for using the PET scores for PROMOTION ONLY of permanent classified state employees until May 1, 2015. This exception will be added to our exemptions from testing policy (exemptions can be found on our website at www.civilservice.louisiana.gov), and we will include this option in our agency-wide question in LA Careers that addresses testing exemptions. It is at the discretion of the individual appointing authority as to the use of this testing exemption.

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