



CONVICTION AND DISCIPLINE REPORTING FORM

THIS FORM MUST BE ATTACHED TO APPLICATION FOR LICENSURE

If you are reporting more than one conviction/license disciplinary action, please complete a separate form for each conviction/action.

Please type or print

Last Name _____		First Name _____	M.I. _____
Conviction/disciplinary action taken by another state or country _____		Date of Offense _____	
Date of Imprisonment: _____ to _____		Dates of Parole: _____ to _____	
Dates of Probation: _____ to _____			
Were you enrolled in a substance abuse program? _____ Yes _____ No (If "Yes", please complete the following):			
Name of Program _____	Start Date _____	Completion Date _____	
Describe the circumstances of the incident (attach additional pages if necessary):			

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature _____

Print Full Name _____

Date _____

The following documentation will be required before your file can be reviewed:

CONVICTION OF A CRIME

The following must be submitted before licensure:

- **Certified** copies of the conviction(s) and disposition of your case from the court in which you were convicted;
- **Certified** police reports/documents;
- Proof of successful completion of probation (if applicable);
- A letter from you describing rehabilitation efforts or changes you have made to prevent future incidents. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness of licensure.

PLEASE NOTE: If your conviction involved the use of drugs and/or alcohol, you must also submit the following:

- Certified copies of certificates of completion for each program attended.

LICENSE DISCIPLINARY ACTION

The following must be submitted before licensure:

- A certified copy of the determination made by the licensing entity. This document should include the date and location of the incident, specific violation(s), dates of disciplinary action, sanctions or penalties imposed and the completion dates;
- A letter from you describing rehabilitation efforts or changes you have made to prevent future incidences. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure.

REHABILITATION

California Code of Regulations, Title 16, section 1399.156.2 states that when considering the denial of a license or registration under Section 480 of the Business & Professions Code, the Board, in evaluating the rehabilitation of the applicant and their current eligibility for a license or registration, will consider the following criteria:

- The nature and severity of the act(s) or crime(s) under consideration as grounds for denial;
- Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial, which also could be considered as grounds for denial under Section 480 of the Business & Professions Code;
- The time that has elapsed since commission of the act(s) or crime(s) referred to in Section 480, subdivision (1) or (2) of the Business & Professions Code;
- The extent to which the applicant has complied with all terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant;
- Evidence, if any, of rehabilitation submitted by the applicant.