

The following documentation is required to be submitted to the Board:

CONVICTION OF A CRIME

The following must be submitted prior to the processing of your renewal application:

- **Certified** copies of the misdemeanor or felony 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 prior to the processing of your renewal application:

- 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.