



LICENSEE MISDEMEANOR OR FELONY CONVICTION AND DISCIPLINE REPORTING FORM

*If you are reporting more than one conviction/license disciplinary action, please complete a separate form for each conviction/action. The completed form must be mailed to the Board.
Scanned, photocopied, and electronic signatures will not be accepted.*

Please Type (illegible handwriting may be returned to applicant for resubmissions).

Name: Last			First			Middle		
Conviction/Disciplinary Action Taken by Another State or Country						Date of Offense		
Name of Arresting Agency (Police, Sherriff, etc.) & Report Number								
Name of Court Agency & Case Number								
Date of Imprisonment:			_____			to _____		
Date of Probation:			_____			to _____		
Date of Parole:			_____ to _____					
Please Type: Describe the circumstances of the incident (attach additional pages if necessary): <i>Do not include any rehabilitation evidence on this form.</i>								

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 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.