

# Board of Behavioral Sciences

## BACKGROUND STATEMENT INSTRUCTIONS

### QUESTION A

**Question A.** Have you been convicted of, pled guilty to, or pled nolo contendere to any misdemeanor or felony in the United States, its territories, or a foreign country? Convictions dismissed under sections 1203.4, 1203.4a, or 1203.41 of the Penal Code (or equivalent non-California law) must be disclosed. DO NOT INCLUDE:

- Offenses prior to your 18<sup>th</sup> birthday, unless you were charged as an adult
- Charges dismissed under section 1000.3 of the Penal Code
- Convictions under sections 11357(b),(c),(d),(e) or section 11360(b) of the Health & Safety Code which are two (2) years or older
- Traffic violations for which a fine of \$500 or less was imposed
- Infractions

If you answered YES to Question A on your application, you must complete the applicable portion(s) of the attached *Background Statement* form. Complete a separate *Background Statement* for each conviction. If there is not enough space to provide all details or required information, attach the *Additional Narrative Details* form provided in this packet.

Before completing the *Background Statement*, read the [\*FAQs for Applicants Who Must Disclose Convictions\*](#).

**Prior Submission:** You must disclose convictions even if previously reported to the Board. In a written statement, please list each conviction, including the date(s) of the conviction(s). It is not necessary for you to resubmit documentation previously on file.

### REQUIRED ATTACHMENTS

#### → COMPLETED BACKGROUND STATEMENT, FORM A

- **CERTIFIED\*** (by the court) court documents, including the original complaint, plea, minute orders, and final disposition.
- **CERTIFIED\*** (by the arresting agency) arrest report, including the narrative, any collision/traffic accident or investigation/incident reports, and any other documents, including blood toxicology results showing blood alcohol content.

**\*Certified documents** are obtained directly from and certified by the court or arresting agency. If the records have been destroyed or purged by the court or arresting agency, obtain and submit a signed certified statement attesting to that fact on the letterhead of the agency from which you are requesting records.

- **DISMISSALS:** If you have obtained a dismissal of a conviction under section 1203.4, 1203.4a, or 1203.41 of the Penal Code (or equivalent non-California law), submit a certified copy of the court order.

- **STATEMENT OF REHABILITATION:** Submit only one letter that addresses ALL *Background Statement* forms submitted. Include any information in your Statement of Rehabilitation that you want the Board to consider and which may mitigate the actions that led to your conviction(s). It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure. Such evidence may include, but is not limited to, proof of completion of probation or parole if required, proof of compliance with voluntary or court-ordered programs, and letters of reference from employers, instructors, professional counselors, probation, or parole officers. Any such letters must be dated, on official letterhead and include an original signature.

When evaluating the rehabilitation of the applicant and his or her present eligibility for a license or registration, the Board is required to consider the following criteria (per California Code of Regulations, Title 16, section 1813):

- (a) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
- (b) 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 and Professions Code.
- (c) The time that has elapsed since commission of the act(s) or crime(s) referred to in section 480.
- (d) The extent to which the applicant has complied with any terms of probation, parole, restitution, or any other sanctions lawfully imposed against the applicant.
- (e) Evidence, if any, of rehabilitation submitted by the applicant.

**Board of Behavioral Sciences**  
**BACKGROUND STATEMENT FORM**  
**QUESTION A**

**Applicant Name:** \_\_\_\_\_  
(as it appears on your application)

A

CRIMINAL HISTORY

Date of Offense:	Date of Conviction:
Arresting/Investigative Agency:	Dates of Imprisonment:
Dates of Probation:	Dates of Parole:
Crime was (mark one if applicable): <div><input type="checkbox"/> Set Aside    <input type="checkbox"/> Expunged    <input type="checkbox"/> Dismissed    <input type="checkbox"/> Reduced <input type="checkbox"/> Diverted</div>	
Detailed Description of Offense (if more space is needed, attach the Additional Narrative Details form):	

***Failure to disclose convictions and other requested information may be grounds for denial of your license or registration.***

***I declare under penalty of perjury under the laws of the State of California that the information contained on this form and any attachments is true and correct.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board of Behavioral Sciences**  
**BACKGROUND STATEMENT INSTRUCTIONS**  
**QUESTION B**

**Question B.** Is any criminal action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict? DO NOT INCLUDE:

- Traffic violations for which a fine of \$500 or less was imposed
- Infractions

If you answered YES to Question B on your application, you must complete the applicable portion(s) of the attached *Background Statement* form. Complete one form for each arrest or charge that has criminal action pending or is awaiting judgment and sentencing following an entry of a plea or jury verdict. If there is not enough space to provide all details or required information, attach the *Additional Narrative Details* form provided in this packet.

Before completing the *Background Statement*, read the [\*FAQs for Applicants Who Must Disclose Convictions\*](#).

**REQUIRED ATTACHMENTS**

→ **COMPLETED BACKGROUND STATEMENT, FORM B**

→ **CERTIFIED\*** (by the arresting agency) arrest report, including the narrative, any collision/traffic accident or investigation/incident reports, and any other documents, including blood toxicology results showing blood alcohol content.

**\*Certified documents** are obtained directly from and certified by the arresting agency. If the arresting agency will not release a copy to you, obtain and submit a signed certified statement attesting to that fact on the agency's letterhead.

→ **STATEMENT OF REHABILITATION:** Submit only one letter that addresses ALL *Background Statement* forms submitted. Include any information in your Statement of Rehabilitation that you want the Board to consider and which may mitigate the actions that led to your arrest. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure. Such evidence may include, but is not limited to, dated letters of reference from employers, instructors or professional counselors on official letterhead with an original signature.

When evaluating the rehabilitation of the applicant and his or her present eligibility for a license or registration, the Board is required to consider the following criteria (per California Code of Regulations, Title 16, section 1813):

- (a) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
- (b) 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 and Professions Code.
- (c) The time that has elapsed since commission of the act(s) or crime(s) referred to in section 480.
- (d) The extent to which the applicant has complied with any terms of probation, parole, restitution, or any other sanctions lawfully imposed against the applicant.
- (e) Evidence, if any, of rehabilitation submitted by the applicant.

→ **CASE COMPLETION:** Upon completion of your case, you must submit either CERTIFIED court documents showing conviction or dismissal, or a letter from the District Attorney indicating that no charges will be filed. A determination of your eligibility for registration or licensure cannot be made until the certified copies of the final documents are received.

**Board of Behavioral Sciences**  
**BACKGROUND STATEMENT FORM**  
**QUESTION B**

**Applicant Name:** \_\_\_\_\_  
(as it appears on your application)

B	<b>CRIMINAL ACTION PENDING AND/OR AWAITING JUDGMENT OR SENTENCING</b>	
	<b>Arrest/Charge is (mark one):</b> <input type="checkbox"/> Pending Criminal Action <input type="checkbox"/> Awaiting Judgment/Sentencing	
	<b>Date of Offense:</b>	<b>Date Charges Filed:</b>
	<b>Court Jurisdiction:</b>	<b>Next Court Date:</b>
	<b>Arresting Agency:</b>	
	<b>Detailed Description of Offense</b> (if more space is needed, attach the <i>Additional Narrative Details</i> form):	

***Failure to disclose criminal action pending and/or awaiting judgment or sentencing and other requested information may be grounds for denial of your license or registration.***

***I declare under penalty of perjury under the laws of the State of California that the information contained on this form and any attachments is true and correct.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board of Behavioral Sciences**  
**BACKGROUND STATEMENT INSTRUCTIONS**  
**QUESTION C**

**Question C.** Have you ever been denied a professional license ("license" includes registrations, certificates, or other means to engage in practice) OR had a professional license privilege suspended, revoked, or otherwise disciplined, OR voluntarily surrendered any such license in California or any other state or territory of the United States, or by any other governmental agency or a foreign country?

If you answered YES to Question C on your application, you must complete the attached *Background Statement* form. Complete one form for each denial, voluntary surrender or disciplinary action taken against a license, registration, certificate, or other means to engage in practice. If there is not enough space to provide all details or required information, attach the *Additional Narrative Details* form provided in this packet.

**Prior Submission:** You must disclose all denials, voluntary surrenders, suspensions, revocations or other discipline even if previously reported to the Board. In a written statement, please indicate the type of professional license that was denied, suspended, disciplined or surrendered, including the date(s) of the denial, suspension, disciplinary action, or surrender. It is not necessary for you to resubmit documentation previously on file.

**REQUIRED ATTACHMENTS**

→ **COMPLETED BACKGROUND STATEMENT, FORM C**

→ **CERTIFIED\*** copy of the determination made by the licensing entity. This should include the date and location of the incident, specific violation, date of disciplinary action, denial or voluntary surrender, and sanctions or penalties imposed and completion dates.

**\*Certified copies** must be obtained directly from the Board/Agency issuing the disciplinary order or denial.

→ **STATEMENT OF REHABILITATION:** Submit only one letter that addresses ALL *Background Statement* forms submitted. Include any information in your Statement of Rehabilitation that you want the Board to consider and which may mitigate the actions that led to your discipline, denial or voluntary surrender.

It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure. Such evidence may include, but is not limited to proof of completion of probation if required, and dated letters of reference from employers, instructors or professional counselors on official letterhead with an original signature.

When evaluating the rehabilitation of the applicant and his or her present eligibility for a license or registration, the Board is required to consider the following criteria (per California Code of Regulations, Title 16, section 1813):

- (a) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
- (b) 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 and Professions Code.
- (c) The time that has elapsed since commission of the act(s) or crime(s) referred to in section 480.
- (d) The extent to which the applicant has complied with any terms of probation, parole, restitution, or any other sanctions lawfully imposed against the applicant.
- (e) Evidence, if any, of rehabilitation submitted by the applicant.

**Board of Behavioral Sciences**  
**BACKGROUND STATEMENT FORM**  
**QUESTION C**

**Applicant Name:** \_\_\_\_\_  
(as it appears on your application)

<b>C</b>	<b>DISCIPLINARY ACTION, DENIAL OR VOLUNTARY SURRENDER</b>	
	Title of License, Registration or Certificate:	
	Board or Agency:	Date of Action:
	Type of Action: <input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Denial <input type="checkbox"/> Voluntary Surrender	
	Detailed description of the specific events that led to the action taken (if more space is needed, attach the <i>Additional Narrative Details</i> form):	

***Failure to disclose disciplinary action, denial or voluntary surrender of a license, registration or certificate and other requested information may be grounds for denial of your license or registration.***

***I declare under penalty of perjury under the laws of the State of California that the information contained on this form and any attachments is true and correct.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board of Behavioral Sciences**  
**BACKGROUND STATEMENT INSTRUCTIONS**  
**QUESTION D**

**Question D.** Does your current use of chemical substances in any way impair or limit your ability to interact safely with the public while engaging in the practice of the profession for which you are applying?

If you answered YES to Question D on your application, you must complete the attached form. Complete one form for EACH rehabilitation program attended. If there is not enough space to provide all details or required information, attach the *Additional Narrative Details* form provided in this packet.

**REQUIRED ATTACHMENTS**

**→ COMPLETED BACKGROUND STATEMENT, FORM D**

**→ DOCUMENTATION** that proves you completed a rehabilitation program OR that states the current status of your rehabilitation program. Do not send photocopies.

**→ STATEMENT OF REHABILITATION:** Submit only one Statement of Rehabilitation letter that addresses ALL *Background Statement* forms submitted. It is your responsibility to present sufficient evidence of rehabilitation to demonstrate your fitness for licensure.

Such evidence may include, but is not limited to letters of reference from employers, instructors or professional counselors. Any such letters must be dated, on official letterhead and include an original signature.

When evaluating the rehabilitation of the applicant and his or her present eligibility for a license or registration, the Board is required to consider the following criteria (per California Code of Regulations, Title 16, section 1813):

- (a) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
- (b) 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 and Professions Code.
- (c) The time that has elapsed since commission of the act(s) or crime(s) referred to in section 480.
- (d) The extent to which the applicant has complied with any terms of probation, parole, restitution, or any other sanctions lawfully imposed against the applicant.
- (e) Evidence, if any, of rehabilitation submitted by the applicant.

**Board of Behavioral Sciences**  
**BACKGROUND STATEMENT FORM**  
**QUESTION D**

**Applicant Name:** \_\_\_\_\_  
(as it appears on your application)

D	<b>SUBSTANCE ABUSE</b>		
	Type of Program:		
	Name of Program:		
	Program Address:		
	Dates of Attendance:	Start Date:	Completion Date (if applicable):
	Name of Substance(s) Used:		
	Date of Sobriety (if applicable):		
	Was this a court-ordered program? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Details (if more space is needed, attach the <i>Additional Narrative Details</i> form):		

***Failure to disclose substance abuse and other requested information may be grounds for denial of your license or registration.***

***I declare under penalty of perjury under the laws of the State of California that the information contained on this form and any attachments is true and correct.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Board of Behavioral Sciences**  
**BACKGROUND STATEMENT**  
**ATTACHMENT**

Page \_\_\_\_ of \_\_\_\_

**Applicant Name:** \_\_\_\_\_  
(as it appears on your application)

☐ A. Criminal History    ☐ B. Pending Case    ☐ C. Discipline/Denial/Surrender    ☐ D. Substance Abuse

<b>ADDITIONAL NARRATIVE DETAILS</b>	
<b>Date of Incident:</b>	<b>Date of Conviction (if applicable):</b>
<b>Continuation of Description (if more space is needed, attach additional pages):</b>	

*I declare under penalty of perjury under the laws of the State of California that the information contained on this form and any attachments is true and correct.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_