



# DISCIPLINE REPORTING FORM

**IF YOU ARE APPLYING FOR A LICENSE, ATTACH THIS FORM TO YOUR APPLICATION**

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

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

Name: Last			First			Middle		
Disciplinary action taken by another state or country						Date of Offense		
Licensing Agency (Include Agency Name and State)								
Dates of Probation (if applicable): _____ to _____								
<b>Please Type:</b> 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 before your file can be reviewed:

## **LICENSE DISCIPLINARY ACTION**

The following must be submitted prior to processing your 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, sections 1399.133 and 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.