

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?

If you answered YES to Question A on your application, we recommend that you complete the applicable portion(s) of the attached *Background Statement* form, and complete a separate *Background Statement* for each conviction. If there is not enough space to provide all details or required information, you may attach the *Additional Narrative Details* form provided in this packet. For more information, see the [Criminal Conviction FAQ](#).

Prior Submission: If the conviction(s) have been previously reported to the Board, we recommend that you include a written statement listing each conviction, including the date(s) of the conviction(s). You do not need to resubmit documentation previously on file.

RECOMMENDED 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, we recommend that you 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). Your submission of sufficient evidence of rehabilitation will help 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. We recommend that any such letters are 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 criteria specified in law.

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): <input type="checkbox"/> Set Aside <input type="checkbox"/> Expunged <input type="checkbox"/> Dismissed <input type="checkbox"/> Reduced <input type="checkbox"/> Diverted	
	Detailed Description of Offense (if more space is needed, attach the <i>Additional Narrative Details</i> form):	

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?

If you answered YES to Question B on your application, we recommend that you complete the applicable portion(s) of the attached *Background Statement* form, and 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, you may attach the *Additional Narrative Details* form provided in this packet. For more information, see the [Criminal Conviction FAQ](#).

RECOMMENDED 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, we recommend that 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. Your submission of sufficient evidence of rehabilitation will help 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 criteria specified in law.

→ **CASE COMPLETION:** Upon completion of your case, we recommend that you submit either CERTIFIED court documents showing conviction or dismissal, or a letter from the District Attorney indicating that no charges will be filed.

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

Applicant Name: _____
(as it appears on your application)

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

Board of Behavioral Sciences
BACKGROUND STATEMENT INSTRUCTIONS
QUESTION C

Question C. Within the 7 years preceding your submission of this application, were you denied a professional health care license (“license” includes registrations, certificates, or other means to engage in practice) OR had a professional health care 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 this question on your application, we recommend that you complete the attached *Background Statement* form, and 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, you may attach the *Additional Narrative Details* form provided in this packet.

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

RECOMMENDED 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.

Your submission of sufficient evidence of rehabilitation will help 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 criteria specified in law.

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

Applicant Name: _____
(as it appears on your application)

C	DISCIPLINARY ACTION, DENIAL OR VOLUNTARY SURRENDER	
	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):	

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

ADDITIONAL NARRATIVE DETAILS

Date of Incident:

Date of Conviction (if applicable):

Continuation of Description (if more space is needed, attach additional pages):