



## **Applying for Licensure with a Conviction or Past Disciplinary Action? Here's What you Need to Know**

Applicants with past convictions or disciplinary action on another license need to go through some extra steps in the review process when they apply for a license or registration with the Board. This does not necessarily mean that you won't get licensed or registered; many go on to either receive full licensure or registration or are granted a license or registration with certain probationary conditions to ensure public protection.

The reason for the review is that the Board is tasked with the protection of consumers in California. Therefore, the Board has the responsibility to make sure that all licensees and registrants, who are placed in a position of trust with their clients, are safe to practice.

### **1. What types of convictions must I disclose?**

You are not required to disclose any information regarding your criminal history. The Board will receive your Criminal Offender Record Information (CORI) from the California Department of Justice.

However, the Board may request additional information from you regarding your criminal history in order to determine if the crime was substantially related to your profession, or to determine your rehabilitation. Such information may help your case; however, disclosure is voluntary. Whether or not you choose to disclose such information will not be a factor in the decision of whether to issue a license; in the absence of further information from you, the Board will make its decision strictly on the information it has already obtained.

### **2. If I have a conviction, under what circumstances can my license be denied?**

The Board may only deny a license if the applicant has been convicted of a crime within the preceding seven years from the date of application that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made, regardless of whether the applicant was incarcerated for that crime, or the applicant has been convicted of a crime that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made and for which the applicant is presently incarcerated or for which the applicant was released from incarceration within the preceding seven years from the date of application.

There are two exceptions to the seven-year limitation. Convictions for these types of crimes can lead to a denial regardless of age. They are as follows:

- A serious felony conviction. (See [Penal Code Section 1192.7](#))
- A crime for which registration as a sex offender is required pursuant to [Penal Code Section 290\(d\)\(2\) or \(3\)](#) (as effective January 1, 2021).

### **3. What if my conviction was expunged, or I otherwise have proved rehabilitation?**

There are certain circumstances where a conviction cannot be a basis for license denial. They are as follows:

- You have obtained a certificate of rehabilitation under [Chapter 3.5 of Title 6 of Part 3 of the Penal Code](#);
- You have been granted clemency or a pardon by a state or federal executive;
- You have made a showing of rehabilitation under [Business and Professions Code Section 482](#); or
- Your conviction was dismissed under Penal Code Sections [1203.4](#), [1203.4a](#), [1203.41](#) or [1203.42](#) (or another state's equivalent). (You may be asked to provide proof of this.)

### **4. What will not be considered?**

- Convictions 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 and Safety Code which are two (2) years or older;
- Traffic violations for which a fine of \$500 or less was imposed; or
- Infractions

### **5. What if I have been arrested, but I wasn't convicted of anything?**

The Board is not permitted to deny a license based on an arrest that resulted in an outcome other than a conviction. This includes arrests that resulted in an infraction, a citation, or a juvenile adjudication.

### **6. If I have formal discipline from another licensing board, under what circumstances can my license be denied?**

The Board may only deny a license if the applicant was subject to formal discipline by a licensing board for professional misconduct that was substantially related to the profession within the past seven years.

However, a license cannot be denied based on formal discipline if it was for a conviction that was dismissed pursuant to Penal Code Sections [1203.4](#), [1203.4a](#), [1203.41](#) or [1203.42](#) (or another state's equivalent).

## **7. What are my rights if my application is denied?**

If your application for registration or licensure is denied, the Board must notify you in writing. You have the right to appeal this decision. A denial letter will include the Board's procedure for appealing the denial.

## **8. Can I see a copy of my conviction history? What if something on my history is incorrect?**

The law permits you to request a copy of your complete conviction history from the California Department of Justice (see [Penal Code Sections 11120-11127](#)). You are also permitted to question its accuracy or completeness. Further information can be found [here](#).

## **9. What does “substantially related” mean?**

Whenever the Board considers suspending, revoking, or denying, or taking disciplinary action against a license or registration due to a criminal conviction or formal disciplinary action, it must first determine that the crime is substantially related to the qualifications, functions, or duties of the licensed profession.

A conviction or formal disciplinary action is “substantially related” to a profession if to a substantial degree, it evidences present or potential unfitness of the license holder to perform the functions of the license to perform the functions authorized by the license in a manner that is consistent with public health, safety or welfare.

The Board must consider the following in making its determination:

- The nature and gravity of the offense;
- The number of years elapsed since the offense; and
- The nature and duties of the profession

If the Board determines that a conviction or formal disciplinary action is substantially related, it is then required to consider evidence of rehabilitation.

## **10. What is evidence of rehabilitation?**

The Board must always consider evidence of rehabilitation before denying, suspending, or revoking a license based on a conviction. Criteria the Board must consider when evaluating rehabilitation is outlined in [Business and Professions Code Section 482](#), and also California Code of Regulations Title 16, Sections [1813](#) and [1814](#).

## **11. What type of evidence of rehabilitation should I submit to the Board?**

Each person's case is unique and depends on a variety of factors, including, but not limited to, the type of conviction or professional misconduct, the severity of any crime, and the time period over which the crimes or misconduct occurred. For these reasons, it could be limiting or misleading to provide a checklist of exactly what is expected in order to demonstrate rehabilitation.

Instead, the Board recommends that each applicant reflect on what they have done personally to move forward, make amends, and improve themselves and their community. Common examples of the types of rehabilitation the Board has seen include the following:

- Letters of recommendation (from a supervisor, volunteer organization, pastor, colleague, etc.)
- Evidence of community service
- Evidence of participation in a support group
- Evidence of participation in a rehabilitation program (i.e. Alcoholics Anonymous) (if applicable)
- Evidence of completion of subsequent coursework or degree programs
- Evidence of participating in psychotherapy

**12. If I send documents related to my case to the Board, how do I know that they were received?**

If you want confirmation that any documents you sent were received, send documents using a delivery system which allows you to track delivery (i.e., certified mail, express or overnight mail delivery service). Alternatively, send a self-addressed, stamped postcard that will be date-stamped by the Board and returned to you as an acknowledgement of receipt.

Please be advised that the Board does not have the staff resources to return calls asking if documents have been received.

**13. Why won't you return calls for information?**

The Board will return calls related to letters sent to you regarding your application. Please read any letters sent to you carefully before calling for clarification. If after reading the letter, you still require clarification, you may contact the Board. Please be advised that due to workload volumes the Board will not return the following calls:

- Status calls or calls to verify receipt of documents.
- Calls asking to verify that you sent all the correct documents.

**14. Is there anything I can do to expedite the conviction review process because I have a job offer which requires a number or because I will lose my job unless I obtain a number?**

This situation occurs frequently. However, in order to be fair to all applicants, the Board reviews each case in the order it was received. The time to review each case is based upon the number of documents obtained for each conviction and varies with each case.