



Counselor, Social Worker & Marriage and Family Therapist Board

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Criminal Records Requirements

If you have a criminal record and are applying for a license or registration please read the following information prior to applying for a license.

The Board does not pre-evaluate criminal convictions; the evaluation is a part of the application process. Since the Board has the responsibility to protect the public, a primary objective of the Board is to ensure applications for registrations or licenses from applicants with criminal convictions have documentation on file that gets an appropriate review. For this reason, the Board evaluates all misdemeanor and felony convictions in the same manner for each type of professional license.

All applicants are required under law to report all misdemeanor and felony convictions unless they are only minor traffic violations. All charges and or convictions require a "yes" answer, even if the original charge and conviction is in an expunged status. Failure to report any police record is falsification of an application and is grounds for denial of an application.

When reporting convictions, the applicant is required to provide a complete explanation of the underlying circumstances, sufficient rehabilitation evidence and a certified copy of the court documents. The Board evaluates each application with any reported convictions on a case-by-case basis to make a determination concerning the applicant's ability to practice with safety to the public. Included in the Board's evaluation is the nature and severity of the offense, additional subsequent acts, timeframe of crime, compliance with sanctions and evidence of rehabilitation.

If the applicant has a conviction history, the processing time may be longer than the normal processing time. Additional processing time is normally required to obtain additional documentation showing sufficient evidence of rehabilitation (i.e., a comprehensive report from treating psychotherapist, psychological evaluation, or letter from probation officer). You can expedite the process by requesting your court documents as soon as possible.