



Executive Council of Physical Therapy and Occupational Therapy Examiners

Texas Board of Physical Therapy Examiners www.ecptote.state.tx.us/
Texas Board of Occupational Therapy Examiners

333 Guadalupe, Suite 2-510
Austin, Texas 78701-3942
Voice 512/305-6900
Fax 512-305-6951

Criminal History Evaluation Letter

Prior to applying for licensure, an individual seeking licensure may request that the board review the person's criminal history to determine if the person is eligible for licensure based solely on the person's criminal background up to that point in time.

Requestors must submit their requests in writing to the board and include:

- (1) A statement by the petitioner or applicant detailing the event(s) that led to the conviction/deferment;
- (2) Copies of any court documents including (but not limited to): indictments, orders of deferred adjudication; judgments; convictions; probation/parole records and evidence of completion of probation/parole; and
- (3) The fee required by the board, which is not refundable. The fee is currently \$50, but is subject to change.

The board may require additional information including fingerprint cards before issuing a criminal history evaluation letter.

The board shall provide a criminal history evaluation letter that includes the basis for ineligibility if grounds for ineligibility exist to all requestors, no later than the 120th day after the board receives all required documentation. The 120 day time period is needed to allow the agency sufficient time to respond to a request. If the requestor does not provide all requested documentation within one year of submitting the original request, the requestor must submit a new request along with appropriate fees.

All requestors remain subject to the requirements for licensure at the time of application and may be determined ineligible under existing law at the time of application. If a requestor fails to provide complete and accurate information to the agency, the board may invalidate the criminal history evaluation letter. Additional criminal history after the submission of the Petition for Criminal History Evaluation Letter may invalidate the Criminal History Evaluation Letter.

An individual may always apply for licensure, regardless of the board's decision provided in the criminal history evaluation letter.

Criminal History Evaluation Form

This form is used to request a criminal background check by the board of an individual's past criminal history in order to receive a letter of eligibility for future licensure from the board. This form should be accompanied by a check for \$50, along with all court and relevant documents

Last Name: _____

First Name: _____

Previous Names, if applicable: _____

SSN: _____ **Which license? Circle one: OT, OTA, PT, PTA**

Address: _____

Day time contact number: _____

Explanation of Criminal History:

List of Supporting Documentation (Attached)

Date of Receipt _____

Accounting Dept.