



## Executive Council of Physical Therapy and Occupational Therapy Examiners

Texas Board of Physical Therapy Examiners  
Texas Board of Occupational Therapy Examiners

1801 N Congress Avenue, Suite 10.900  
Austin, Texas 78701  
512/305-6900  
[ptot.texas.gov](http://ptot.texas.gov)

### **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.

The State Auditor's Office *Best Practices Guide: Applying for an Occupational License After Conviction or Deferred Adjudication* is available at: <http://www.sao.texas.gov/Manuals/GuideToApplyingForLicenseAfterConviction/>

Requestor's must submit their requests in writing to the board at the address above 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 120<sup>th</sup> 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 payable to ECPTOTE, along with all court and relevant documents.

**Last Name:**

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**First Name:**

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**Previous Names, if applicable:**

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**Address:**

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**Day time contact number:**

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**Email:**

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**For which profession are you seeking licensure? Circle one: PT or PTA OT or OTA**

Please submit a detailed explanation for each charge in the following format: Beginning-the date of arrest, what happened before your arrest; middle-what were you originally charged with and what was your conviction (if any); end-outcome of the conditions surrounding the charge-did you complete probation, pay all fees, date of completion; what behavior changed as a result, etc.

**Explanation of Criminal History:**

**Supporting Documentation:** Send all related court documentation including a copy of the arresting report/citation and order of dismissal/completion/expungement. If the charge is over 10 years and/or you are unable to obtain the court documentation, the Board requires a letter from the County Clerk where said offense(s) occurred stating that a thorough search using your name, DOB, and/or SSN showed no results and/or all court requirements were met.

Date of Receipt \_\_\_\_\_ Accounting Dept.