

# **NEW FELONY REVIEW PROCESS**

## **SCHOOL ADMINISTRATOR'S GUIDE**

### **New Process**

The Board approved a new felony review process at its March 17, 2014 Board Meeting. As you know, when the Board receives a felony apprentice application it is automatically denied and an Order is issued. The student must then request a hearing and appear before the Board's Disciplinary Panel.

In an effort to expedite applications and to simplify the process, the Disciplinary Panel will first review all applications and make a decision to approve or deny. All approved applications will immediately be issued a license without the need for a hearing. If an application is denied, an Order will be issued and the student must request a hearing.

The new process should dramatically reduce the time to process applications. In addition, it should reduce the confusion associated with Orders and the hearing process. However, some students will still be denied either due to lack of sufficient rehabilitation or lack of information regarding their rehabilitation efforts.

### **New Forms**

The Board has also approved the use of new forms for the felony review process. The purpose of the new forms is to provide the Panel with information they would typically ask the student at a hearing.

Students will now complete a Felony Conviction Disclosure Form and if they are currently being monitored, their monitoring officer will complete the new Felony Conviction Monitoring Form. The new forms may be found on the Board's website. The forms are also available in a "Felony Packet" which includes instructions and the forms.

### **Submitting a Complete Application**

In order to expedite the processing of applications, the Board will only accept complete apprentice applications. The student must complete all applicable forms and provide court documents at the time of filing their application with the Board.

### **Late Apprentice Applications**

As you know, all apprentice applications must be received within 15 days of enrollment. If an incomplete application is not corrected and a complete application is not submitted within the 15 days of enrollment, it could result in the denial of hours.

### **Payments**

Payments are considered a part of the application. If payment is not received upon submission of the application, it is considered incomplete. If an incomplete application is not corrected and a complete application is not submitted within the 15 days of enrollment, it could result in the denial of hours.

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## CHECKLIST

### A COMPLETE APPLICATION INCLUDES THE FOLLOWING:

- Application**
- Payment** (*do not combine payment with other apprentice applications*)
  
- Felony Conviction Disclosure Form**
- Felony Conviction Monitoring Form** (*If currently being monitored*)
  
- Court Documents for each case:**
  - Complaint or Indictment (Charges)
  - Journal Entry of Sentencing (Conviction and sentencing by the Court)
  - Proof of Completion of Probation or Release from Supervision (*If applicable*)

Please use the following link to access the complete [School Administrative Guide](#)