

HOW TO MEET PROFESSIONAL FITNESS REQUIREMENTS

Each application asks the following questions:

1. Have you ever had a professional license or professional certificate sanctioned or disciplined by receiving a letter of censure, warning, reprimand, fine, probation or any other restriction or special condition?
2. Have you ever been denied a professional license or certificate even if the certificate or license was later issued with conditions or limitations?
3. Have you ever had a professional license or certificate suspended or revoked?
4. Have you ever surrendered or relinquished a professional license or certificate during or following an investigation into allegations of misconduct?
5. Do you have any current investigative or disciplinary action pending against a professional license or certificate or against an application for a professional license or certificate?
6. Have you ever been dismissed or resigned employment during or following an investigation into allegations of misconduct?
7. Have you been convicted or pled "*nolo contendere*" (no contest) to a felony or misdemeanor?

If you answer "No" to professional fitness questions 1-7, you meet the requirement.

If you answer "Yes" to one or more questions, you will be notified by one of our specialists to submit additional documentation. You will receive an email notification that a letter with instructions has been uploaded to the Documents tab of your HTSB record. Your application will be completed after the professional fitness requirements have been met.