

HOW TO MEET PROFESSIONAL FITNESS REQUIREMENTS

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

Each application asks the following questions:

1. Have you ever had a professional license, certificate, permit or *equivalent, suspended, revoked, sanctioned, or disciplined by receiving any other adverse action, restriction, or special condition?
2. Have you ever been denied a professional license, certificate, permit or *equivalent, even if the license, certificate, or permit, or *equivalent was later issued with or without conditions or limitations?
3. Have you ever surrendered or relinquished a professional license, certificate, permit, or *equivalent, following an allegation of misconduct, during an investigation into allegations of misconduct, or to avoid having adverse action taken on your license, certificate, permit, or equivalent?
4. Do you have any current investigative or disciplinary action pending against a professional license, certificate, permit, or *equivalent, or against an application for a professional license, certificate, permit or *equivalent?
5. Have you ever been dismissed, resigned, or retired from employment following an allegation of misconduct, during an investigation into allegations of misconduct, or to avoid being terminated?
6. Have you been convicted or pled "nolo contendere" (no contest) to a felony or misdemeanor?
7. Have you ever withdrawn or been dismissed from an educator preparation program following an allegation of misconduct, during an investigation into allegations of misconduct, or to avoid being expelled from a program?

***equivalent-** *may include any document authorizing a person to perform professional duties requiring a license issued by a state or jurisdiction, including but not limited to teachers, school librarians, or school counselors in a P-12 school setting.*