



POLICY 18- PRE APPLICATION: CRIMINAL MATTERS

I. GENERAL

CCI reserves the right to deny an application, revoke the eligibility of a candidate, or take action against any Registrant who is convicted, plead guilty, or pleads nolo contendere (no contest) to an offense which is classified as a misdemeanor or felony which is directly or indirectly related to patient care or public health. Crimes which may directly or indirectly relate to patient care or public health include, but are not limited to murder, attempted murder, manslaughter, rape, attempted rape, sexual assault, sexual abuse, assault, driving while intoxicated or impaired, controlled substance abuse, fraudulently altering medical documentation, insurance claims, and medical prescriptions.

Pre-application requests may only be made by applicants, not by educational programs, relatives or current active Registrants. Pre-application requests pertain only to cases of criminal matters; no other qualifications may be discussed during the pre-application process. CCI will not review fictional criminal cases.

II. DOCUMENTATION REQUIREMENTS

Individuals requesting pre-application must submit current and valid documentation related to any previous criminal misdemeanor or felony where the individual has been convicted, has pled guilty, or has pled nolo contendere (no contest). If for what ever reason CCI determines, at its sole discretion, that information provided is or becomes incomplete or inaccurate, CCI make revoke any pre-application determinations.

REQUIRED INFORMATION WHICH MUST BE PROVIDED FOR REVIEW:

1. Explanation, in the applicant's own words, pertaining to the events that led to any charges, convictions, or criminal proceedings.
2. Court documentation confirming criminal proceedings, charges filed, date, jurisdiction in which the event occurred, the sentence or conditions imposed, and the status of the conditions of the court.



3. Probation status (if applicable). An official letter from your probation or parole officer is required. This letter must be typed on official letterhead and must include the telephone number of the probation or parole officer. This letter may be mailed in directly to the CCI National Office by the probation or parole officer. All correspondence must be mailed to the CCI National Office:
4. Proof or completion of probation or parole. Copies of official court release documents must be provided, this documentation must be on official court stationary
5. If applicable, documentation of completion of court ordered community services, counseling or work release programs.
6. If applicable, documentation of any name change if name referenced on supporting documentation differs from the name provided on this pre-application
7. Applicants may provide, at their option, letters of recommendation from employers, educational instructors, probation or parole officers, etc.

CCI reserves the right to request additional documentation.

III. REVIEW OF REQUESTS FOR SPECIAL ACCOMODATION

1. Executive Director shall review, or delegate the review of, all requests for Pre-application due to criminal matters to verify that all required supporting documentation has been submitted.
2. Executive Director shall forward only those requests which meet CCI's requirement to CCI's Executive Committee for final review and action at the following meeting of the Executive Committee.
3. Individual requesting special accommodation will be notified in writing the decision of the CCI Executive Committee within thirty (30) of decision

by Executive Committee.

4. Executive Director shall assure all decisions approved by the Executive Committee are enforced.