

From: ETS, Inc. [<mailto:etsinc@suddenlinkmail.com>]

Sent: Tuesday, August 02, 2016 8:33 AM

To: Carol Boozer; 'Charlotte Rose'; 'Christy Dillon'; Dana Presley; 'Debbie Heckmann'; 'djenkins@suddenlinkmail.com'; 'Heather Toombs'; 'Mike Willyerd'; 'Teresa McDonald'

Subject: Information Required for Occupations Requiring Licensure

ETS, Inc. Staff,

Reason for e-mail:

Certain misdemeanors and/or felonies will prohibit an individual from obtaining licensure for the occupation. One example: Nursing has a board that reviews each individual before approving licensure.

Action required:

If a participant **enters a field requiring licensure** and **the participant has marked “yes” on having a misdemeanor/felony**, you will need to obtain the following information:

1. Written statement from participant explaining the misdemeanor/felony.
2. Submit one of the following approvals:
 - a. A determination from the client's school advisor as to whether the misdemeanor will affect his/her licensure.
 1. If in writing/e-mail, it must have the name, letterhead, position, and organization represented.
 2. If verbal, staff must write a statement providing the representative's response, name, position, organization, and sign it.
 - b. A determination from the AR State Board as to whether the misdemeanor will affect his/her licensure.
 1. If in writing/e-mail, it must have the name, letterhead, position, and organization represented.
 2. If verbal, staff must write a statement providing the representative's response, name, position, organization, and sign it.
 - c. A copy of the licensure list showing the misdemeanor/felony is not on the Federal/State list and your signature.

Once the information is obtained, please submit to MIS.

If you have any questions/concerns, please contact Debbie by telephone.

Thanks,

James

ETS, Inc.

2805 Forest Home Road

Jonesboro, AR 72401

Phone: 870.932.1564

Fax: 870.932.5310

Confidentiality Notice: This e-mail and any files transmitted with it are the property of ETS, Inc., are confidential, and are for authorized use only by the intended recipient. If you are not the intended recipient or otherwise have reason to believe that you have received this message in error, please notify the sender by reply email and delete this message immediately from your computer. Any unauthorized use, retention, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited and may be punishable under Federal or State law.