

Felony Review

Application Review

Staff

- * Non-person felony; and
- * The student has been off probation, parole or supervision for at least one year.

Board's Disciplinary Panel

- * Person felony; and/or
- * Any student currently on probation, parole or supervision.

Types of Felonies

Person

- * Crimes committed against people
- * Assault, battery, criminal threat, stalking, rape, robbery, manslaughter, murder, etc.

Non-Person

- * Crimes not committed against people
- * Drugs, theft, worthless checks, forgery, criminal use of a financial card, trespassing, etc.

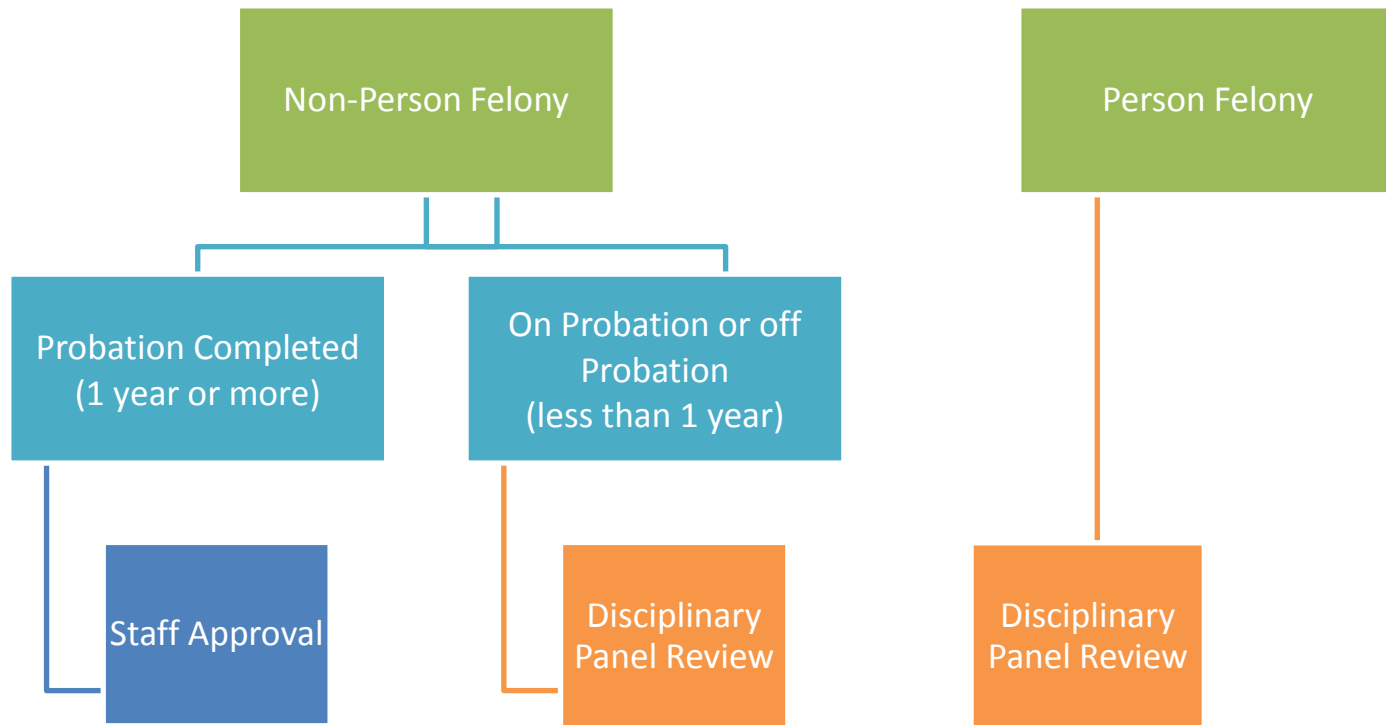
Journal Entry of Judgment

- * Refer to page 9 of the packet
- * See Section III for each case to determine the felony type.

SECTION III. CURRENT CONVICTION INFORMATION

1. Name of PRIMARY Offense of Conviction: _____	
Count No.: _____	Date of Offense: _____
<input type="checkbox"/> Designated by court as domestic violence case based upon special finding (see #13 this section)	
2. K.S.A. Title, Section, Subsection(s): _____	
<input type="checkbox"/> Attempt (K.S.A. 2011 Supp. 21-5301) <input type="checkbox"/> Conspiracy (K.S.A. 2011 Supp. 21-5302) <input type="checkbox"/> Solicitation (K.S.A. 2011 Supp. 21-5303)	
3. Grade of Offense: (Check one in each row.)	
<input type="checkbox"/> Felony , Severity Level _____	<input type="checkbox"/> Misdemeanor, Class _____
<input type="checkbox"/> Person	<input type="checkbox"/> Nonperson

Staff or Disciplinary Panel Review



Board Forms

Apprentice Application

- * The application must be submitted with all required Board forms and court documents.

Felony Disclosure Form

- * The student completes this form and lists all court cases, provides an explanation of the crime as well as an explanation regarding their rehabilitation efforts. The student can also attach letters of recommendation.

Felony Monitoring Form

- * This form is only required if the student is currently on probation. The student's probation officer completes this form.

Court Documents

Complaint

- * Shows the charges filed against the student. In federal court, this document is called an indictment. If an amended complaint(s) was filed, it must also be provided.

Journal Entry of Judgment

- * Shows all convictions, the date of conviction and sentencing.

Proof of Completion of Probation

- * Shows when probation was completed. This document is only required if the student has completed probation.

Submitting the Correct Documents

On Probation

Felony Disclosure Form

Felony Monitoring Form

Complaint

Journal Entry of Judgment

Off Probation

Felony Disclosure Form

Complaint

Journal Entry of Judgment

Proof of Completion of Probation

Review Timeline

- * **Complete** applications that can be approved by staff are processed in the same timeframe as non-felony apprentice applications.
- * The Board's Disciplinary Panel reviews applications on the 15th and 30th of each month.

Factors the Board Considers in Determining Whether to Grant a License

- * The Board considers whether the student is rehabilitated to warrant the public trust.
- * Rehabilitation factors include:
 1. The nature of offense
 2. Any aggravating or extenuating circumstances
 3. The time since offense
 4. Rehabilitation or restitution
 5. Present moral fitness
 6. Consciousness of wrongful conduct
 7. Age/maturity at time of offense
 8. Present competence/skill

Decision

Approved

- * Apprentice license mailed to the school.

Denied

- * Summary Proceeding Order mailed to student.
- * Letter mailed to school.

Appeal

- * Student must file appeal.
- * A letter requesting a hearing is sufficient.
- * Letter must be received within 18 days of the date the Order was mailed (see Certificate of Service)
- * If a hearing is not requested, the Order becomes final.
- * Students who failed to request a hearing can reapply by filing another apprentice application.

Hearings

- * Held in Board conference room.
- * Scheduled before Board meetings when the Board meets in person.
- * Board's Disciplinary Panel and General Counsel are present.
- * Student's opportunity to demonstrate that they have been rehabilitated.
- * Student will be asked to explain their conviction, rehabilitation efforts and why they should be granted a license.
- * The Board will make a determination regarding the application at the hearing