



, 2019

Re: CBOT Complaint Number:

Dear _____ :

The California Board of Occupational Therapy (Board) received notification from the Department of Justice that you were arrested on or about _____, 2019.

Occupational Therapy Practice Act, Section 2570.28(e) gives the Board authority to revoke, suspend, or place on probation, the license of anyone who has committed an act or is convicted of a crime or offense substantially related to the qualifications, functions or duties of a licensee.

Provide the following information regarding this matter:

1. A detailed description written in your own words of the events that led to the arrest.
2. Identify the court where your case is being heard, including name and address.
3. Provide the court case number.
4. Provide the status of any court proceedings that have been conducted thus far or scheduled proceedings.
5. Provide your current place(s) of employment, full address, telephone number, and name of your supervisor.
6. When court proceedings are final, forward a **Certified** copy of the court documents to the Board.

Submit this information to the Board by _____, **2019**.

Important Notices: In accordance with California Code of Regulations (CCR) Section 4149(d)(3) you are required to notify the Board **within 30-days**, of a conviction that you sustain. This includes any verdict of guilty, or pleas of guilty or no contest, to any misdemeanor or felony. Failure to provide the Board timely notification is unprofessional conduct and will be grounds to issue you a citation and fine or serve as additional charges in a formal proceeding against your license.

In accordance with CCR Section 4149(c) you are required to cooperate and participate in any investigation against your license. Failure to do so is unprofessional conduct and will be grounds to issue you a citation and fine or serve as additional charges in a formal proceeding against your license.

If you have questions, you may contact the Board's Enforcement Unit at (916) 263-2294.

Sincerely,

Ray Garcia, Enforcement Technician

Note: Certified court documents must be obtained directly from the court with an ORIGINAL stamp of certification. Do not send copies as they will not be ORIGINALLY certified.