

# STUDENT ACCOUNTABILITY FORM

## DISCLOSURE OF ARREST OR CONVICTION

When you apply for a field placement, you will be asked to disclose information about any existing criminal records. Agencies serving vulnerable persons have the right to know about any arrests, pleas of “nolo contendere,” adjudications withheld, or convictions that their field students or employees may have sustained. You will also have to supply this information to the state if you apply for a licensure, after earning a Clinical Rehabilitation and Mental Health Counseling Degree. Agencies have the right to obtain information regarding sealed, expunged, and/or juvenile records.

**I understand that if I have an arrest record, or if I incur one, that the following information applies:**

Upon beginning the RMHC program, I will be required to include in my application packet:

1. A detailed letter explaining the nature of the arrest, the circumstances related to the arrest, final disposition, and any conditions set by the court.
2. Certified copies of court records, which include my arrest record(s) and any documents related to the disposition of my case. (This information can be obtained by the Clerk of the Court for the town/county where the offenses occurred).

The Department of Rehabilitation and Mental Health Counseling cannot guarantee a placement for any field placement course. The Department of Clinical Rehabilitation and Mental Health Counseling cannot guarantee that at the completion of my academic program, I will be hired in an organization providing Rehabilitation or Mental Health Services

It is important that you retain a personal copy of all of the documents that are submitted to the Department of Clinical Rehabilitation and Mental Health Counseling because you will have to present the same documents to the organization(s) to which you apply for internship/employment.

I have read and understand the information contained above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**USF ID#:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## **BACKGROUND CHECK/DRUG SCREENING**

*Students should be aware of Florida Statutes Chapter 435 which states that individuals working directly with children, families, or the elderly must be screened using an Abuse Registry Check fingerprinting that is submitted to Florida’s Department of Law Enforcement and the FBI, along with the completion of an Affidavit of Good Moral Character. The latter affidavit requires one to swear not to having been convicted of legal charges related to domestic violence, murder, manslaughter, vehicular homicide, DUI, sexual battery, lewdness or indecent exposure, incest, child abuse or neglect, among other offences. (See Florida Statutes for further clarification.) Drug screening is required at various agencies.*

*Students should also be aware of Florida Statutes Committee Substitute for Committee Substitute for House Bill No. 975, which describes needing a Level 2 Background Check (looking back over 3 years), and a list of disqualifying offenses when it comes to gaining licensure.*

I understand that the field program will work with me to find placement to satisfy my educational requirements. I understand that my legal history or other factors may prohibit the school’s capacity to place me in any field placement course.

I understand that the Department of Clinical Rehabilitation and Mental Health Counseling will make responsible efforts to work with me to find a suitable field placement, but does not guarantee a placement.

Have you ever been arrested for, pleaded “nolo contendere” to, or been convicted of a:

1.) First-degree misdemeanor: YES \_\_\_\_\_ NO \_\_\_\_\_

2.) Felony: YES \_\_\_\_\_ NO \_\_\_\_\_

Do you understand that this may jeopardize your placement, licensing, and employment opportunities? YES \_\_\_\_\_ NO \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_