

Criminal History Policy

Please read the policy below and complete the acknowledge form link at the bottom of the page. You must complete this form only once during your time at UTSA.

The College of Education and Human Development (COEHD) prepares educators and professionals for fields which require fieldwork, internship, practicum, service-learning and/or clinical teaching. Placements occur in educational, clinical, health care facilities, hospitals, and/or medical settings which require a criminal background check.

If you are applying for admission to a program that may prepare you for an education certification or occupational license and/or if you later decide to change to such a program, Texas law requires that The University of Texas at San Antonio notify you of your potential ineligibility to obtain certification or a license due to a prior criminal conviction or deferred adjudication for a felony or certain misdemeanor offenses. Admission into educator and professional programs will require an initial criminal background check. Applicants are encouraged to review Texas Occupation Code, Chapter 53, Sections 53.001 through 53.105:

<http://www.texas-statutes.com/occupations-code/chapter-53-consequences-of-criminal-conviction>

Please note that applicants with certain criminal convictions or deferred adjudications may not be eligible for placement and, as a result, will not be able to pursue programs of study leading to certification or licensure and cannot be recommended for testing, certification and/or licensing. You are encouraged to review all eligibility requirements related to your desired certification and/or occupational licensure and to assess whether there are any criminal convictions affecting potential ineligibility for certification and/or occupational licensure prior to enrolling in such a course of study.

Each licensing authority has guidelines concerning specific crimes affecting certification and/or licensure eligibility. Applicants have the right to request a criminal history evaluation letter regarding eligibility for an educator certification and/or occupational license, as permitted in Texas Occupations Code section 53.102, from the following licensing authorities for a fee set by the licensing authorities:

Educator Certification: For applicants intending to pursue educator certification (e.g., teacher, principal, reading specialist, school counselor, or superintendent), the Texas Education Agency conducts and provides a criminal history evaluation. Please visit:

https://tea.texas.gov/Texas_Educators/Investigations/National_Criminal_History_Checks-FAQs/

More information regarding criminal offenses that will prevent recommendation for certification may be found in the Texas Administrative Code:

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249.16 [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tl oc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=249&rl=16](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tl oc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=249&rl=16)

Licensed Behavior Analyst and Licensed Assistant Behavior Analyst. For applicants intending to pursue licensure to practice behavior analysis (e.g., BCBA and BCaBA), the Texas Department of Licensing and Regulation (TDLR) oversees occupational licenses. TDLR may conduct and provide a criminal history evaluation for applicants pursuing licensure to practice BCBA and BCaBA in the near future. It is recommended that applicants verify status with TDLR directly. Please visit: <https://www.license.state.tx.us/crimconvict.htm>

Licensed Professional Counselor. For applicants intending to pursue licensure as a Licensed Professional Counselor (LPC), the Texas Department of State Health Services conducts and provides a criminal history evaluation. Please visit: <https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/index.html>

Licensed Specialist in School Psychology and Licensed Psychological Associate. For applicants intending to pursue a professional licensure as a Licensed Specialist in School Psychology (LSSP), the Texas State Board of Examiners of Psychologists (TSBEP) conducts a preliminary evaluation of a prospective applicant's criminal history to determine whether this history would impact their ability to secure licensure with the Board. Please visit: <https://www.tsbep.texas.gov/how-to-become-licensed>

Please note the following: Once admitted to the educator or professional program, criminal background is again checked or requested throughout the program of study. Students who become ineligible for placement due to certain criminal convictions may have to withdraw from the course(s) and may not be able to complete a program of study leading to certification and/or licensure. Additionally, ineligible students may not be able to satisfy degree requirements and may be required to withdraw from the program of study. In addition, an individual who has been convicted of certain offenses may be ineligible for either a certification/licensure examination or the issuance of an occupational license upon completion of an educational program.

Questions related to eligibility requirements should be directed to the applicable licensing authority above.

Please sign the COEHD Acknowledgement Form ([Post Bac/Graduate](#)) or ([Undergraduate](#)).