



Pre-Application: Criminal Matters

Policy 18, Appendix A

Pre-application requests may only be made by applicants, not by educational programs, relatives or current active Registrants. Pre-application requests pertain only to cases of criminal matters; no other qualifications may be discussed during the pre-application process. CCI will not review fictional criminal cases.

Individuals requesting pre-application must submit current and valid documentation related to any previous criminal misdemeanor or felony where the individual has been convicted, has pled guilty, or has pled nolo contendere (no contest). If for what ever reason CCI determines, at its sole discretion, that information provided is or becomes incomplete or inaccurate, CCI make revoke any pre-application determinations.

First Name _____ Middle Initial _____ Last Name _____

Street Address (include Apt #)

City _____ State _____ Zip Code _____ Country _____

Home Telephone _____ Work Telephone _____

Email _____

Birth Date _____

Month Day Year

Male Female

This form, \$50.00 administrative fee (non-refundable), and required supporting documentation should be emailed to applicant_support@cci-online.org or addressed and mailed to:

CCI
Attention: Applicant Services
3739 National Drive
Suite 202
Raleigh, NC 27612

**REQUIRED INFORMATION
WHICH MUST BE PROVIDED FOR REVIEW:**

1. Explanation, **typed** in the applicant's own words, pertaining to the events that led to any charges, convictions, or criminal proceedings.
2. Court documentation confirming criminal proceedings, charges filed, date, jurisdiction in which the event occurred, the sentence or conditions imposed, and the status of the conditions of the court.
3. Probation status (if applicable). An official letter from your probation or parole officer is required. This letter must be typed on official letterhead and must include the telephone number of the probation or parole officer. This letter may be mailed in directly to the CCI National Office by the probation or parole officer. All correspondence must be emailed to applicant support@cci-online.org or mailed to:

CCI
Attention: Applicant Services
3729 National Drive
Suite 202
Raleigh, NC 27612

4. Proof or completion of probation or parole. Copies of official court release documents must be provided, this documentation must be on official court stationary
5. If applicable, documentation of completion of court ordered community services, counseling or work release programs.
6. If applicable, documentation of any name change if name referenced on supporting documentation differs from the name provided on this pre-application
7. Letters of recommendation from at least one employer, educational instructors, probation, clergy or parole officers. Letters of recommendation WILL NOT be accepted from family members.

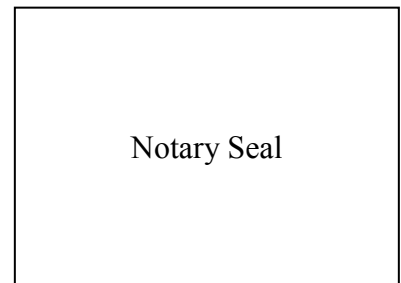
Note: CCI reserves the right to request addition supporting documentation, including additional letters of recommendation.

I hereby request CCI to review my enclosed records and supporting documentation as they pertain to CCI requirements for certification and / or registration with CCI. I understand that CCI reserves the right to deny my pre-application, revoke my eligibility if I qualify as a candidate or take action against me if I become a Registrant if documentation I provide is found to be fraudulent, misrepresenting, if I do not meet the application qualifications (including documentation of any conviction) or maintain the requirements of maintaining the active status of my credential. I authorize CCI and its agents, at their sole discretion, to request any and all information concerning material related to this pre-application and may also request information related to my education, employment and personal history. I authorize CCI to communicate information regarding my application and other credential related information to government authorities, employers and others.

I hereby release and shall indemnify and hold harmless, CCI, its directors, officers, committee members, employees, and agents (hereinafter, individually and collectively, "CCI" Entities") from and against and with respect to any and all claims (including but not limited to losses, costs, expenses, damages and judgments including legal fees) that arise or allegedly arise from, with respect to, out of, or in connection with any action or omission of the CCI Entities. My agreement hereunder to indemnify, release and hold harmless expressly is intended to apply to any and all such liability and claims relating to any CCI examination and application therefore, and, if applicable and without limitation, the failure of CCI to issue to me a CCI credential or to renew said credential or pre-existing credential awarded to me, CCI's revocation of any credential previously issued to me, or CCI's notification to any person of such actions taken by CCI.

(Signature of Applicant)

(Date)



Notary:

Before me personally appeared _____
to me known to be the person described in the above pre-application, who
signed the foregoing document in my presence, and made an oath before me as
to the accuracy of the statements set forth therein on

the _____ day of _____, 20_____.

(Notary Public Signature)

Property of CCI