

## **Unprofessional Conduct Check**

There are three documents that are used for professional conduct checks. These documents are sent together to the most recent/current employer.

### **Section 1230b Authorization and Release Form:**

This form needs to be completed and signed by applicant prior to being employed. It authorizes the previous employer to complete the Reference Check Request for Unprofessional Conduct Information Form.

### **Request for Unprofessional Conduct Status Letter:**

This is a sample cover letter that can be used when sending the Reference Check Request for Unprofessional Conduct Information Form.

### **Reference Check for Unprofessional Conduct Information Form:**

This is the form that the previous employer completes. See Instructions for Background Check Document for the method and timelines for completing this document.

### **Alternative Unprofessional Conduct Declaration:**

This form is used when an employee has not been previously employed, hasn't been employed for many years (stay at home mom), or the previous employer can not be reached. This is not a legal document and does not meet the requirements of the law. It is just another affirmative way to show that the academy is looking to protect children. You might want to consult with your attorney as to using this form. This form is not sent as part of the standard unprofessional conduct check.