



## **IASHEP Criminal Convictions and Actions Against Professional License and Credentials Policy**

*Refer to the latest version posted on the IASHEP website.*

### **ARTICLE I: GENERAL POLICY**

IASHEP has established this policy to assess the conduct of applicants, candidates, credential holders, and individuals holding other statuses with IASHEP (collectively referred to as "Certification Holders"). This assessment complements IASHEP's evaluation of education, professional safety experience, and knowledge of professional safety practices through examinations.

### **ARTICLE II: PURPOSE AND APPLICATION**

This policy applies to all IASHEP status holders. It details how IASHEP evaluates criminal convictions and other conduct related to obtaining, maintaining, or holding any IASHEP credential or official status. The policy ensures that individuals certified or holding status exemplify the character expected of a Safety Health and Environmental (SH&E) practitioner.

### **ARTICLE III: DEFINITIONS**

- **Applicants:** Individuals applying for IASHEP credentials, whose qualifications are under evaluation for examination eligibility.
- **Candidates:** Individuals who meet educational and experience requirements and are eligible to sit for a credentialing examination.
- **Credential Holders:** Individuals awarded an IASHEP credential in good standing or those previously holding a credential with rights to regain it.
- **Other Status Holders:** Individuals who previously held a credential and now have a different status per IASHEP policy (e.g., Leave of Absence or Retired Status).
- **CEO:** The Chief Executive Officer of IASHEP or the CEO's designated representative.

## **ARTICLE IV: REPORTING REQUIREMENTS**

All IASHEP status holders must report the following on their application forms:

1. Any felony convictions.
2. Misdemeanor convictions within five years of the application date.
3. Any conviction that could result in over one year of incarceration, regardless of the sentence imposed.
4. Suspensions, revocations, or denials of professional licenses or credentials for reasons beyond lack of qualification.
5. Convictions of Driving, Boating, Flying Under the Influence (DUI) or similar offenses, excluding minor traffic violations.
6. Any pending charges for crimes that would require reporting upon conviction must be reported within 90 days of being charged.

IASHEP does not consider arrests predating the holder's IASHEP status.

### **Additional Reporting Responsibilities:**

- It is the responsibility of the status holder to provide sufficient information to enable IASHEP to make an informed decision. Inadequate information may result in application denial or invalidation of a credential.
- Any reporting omissions as outlined above may lead to disciplinary action, including denial, suspension, or revocation of credentials or status with IASHEP.

## **ARTICLE V: EVALUATION GUIDELINES**

IASHEP may consider the following factors when evaluating criminal convictions or professional license suspensions:

- Nature, severity, and circumstances of the offense.
- Time elapsed since the offense.
- Age of the individual at the time of the offense.
- Whether the offense was isolated or part of a pattern.
- Social conditions contributing to the offense.

- Evidence of rehabilitation, including community conduct and compliance with court or disciplinary requirements.
- Relationship of the offense to SH&E professional practice.
- Additional factors deemed relevant by IASHEP.

Persons incarcerated due to criminal convictions are not eligible to apply for or renew an IASHEP credential.

## **ARTICLE VI: PROCEDURES**

Upon receipt of relevant information, IASHEP will proceed as follows:

1. **Notification:** The CEO will notify the status holder that the matter is being handled per IASHEP's established policies, separate from standard credentialing procedures.
2. **Legal Review:** IASHEP legal counsel will review the matter and inform the CEO of decisions regarding denial or deferral of applications, including any recommended conditions for reapplication.
3. **Suspension Pending Investigation:** Holders charged with offenses requiring reporting may face temporary suspension pending investigation. If cleared of wrongdoing, the credential will be reinstated and records cleared. Convictions resulting in incarceration will lead to voluntary renunciation of IASHEP eligibility or credentials.

## **ARTICLE VII: APPEAL**

Status holders may appeal any decisions regarding applications or recertifications within 60 days of the written decision. Appeals are reviewed by the Board of Directors based on submitted documentation. The Board of Directors will make a final decision, conveyed in writing to the appellant within 30 days.

## **ARTICLE VIII: RECORD RETENTION AND MANAGEMENT**

IASHEP will retain criminal conviction records as follows:

- Cases with no negative outcome on status: retained for two years.
- Cases affecting status or resulting in denial, suspension, or revocation: retained for five years or as advised by legal counsel.

Records are stored in a secure file accessible only by authorized staff.