



Character Questionnaire

please type or print

Please read all character questions carefully, as questions were recently amended. Carefully read the “Instructions for Answering Character Questions” on the back of this form before answering.

You must answer either “yes” or “no” to each of the following questions; any other response will result in your application being considered incomplete. All “yes” answers must be fully explained in writing on a separate piece of paper and the explanations must be signed and dated by you.

CHARACTER QUESTIONNAIRE

1. Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct? Have you ever left educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent? Yes No

2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency? Yes No

3. Have you ever been placed on leave by your employer for any alleged misconduct? Yes No

4. Have you ever had any adverse action taken on a professional certificate, license or charter school registration? Have you ever been placed on probationary status for alleged misconduct while holding a professional license, certificate, registration, or credential? Yes No

5. Have you ever been denied any professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct? Yes No

6. Have you ever surrendered a professional license of any kind before its expiration? Yes No

7. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure? Yes No

8. Have you ever been convicted or been granted a diversion or conditional discharge by any court for any: (a) Felony; or (b) Misdemeanor; or (c) Major traffic violation including but not limited to: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident? Yes No

9. Have you ever been arrested or cited for any offense listed in section (6) above which is still pending in the courts? This includes any diversion, conditional discharge or postponed adjudication that has not been dismissed by the courts at the time this application is signed. Yes No

10. Have you ever had any civil judgment or other court order, including but not limited to a restraining order, entered against you resulting from allegations of abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons? Yes No

Check here if you provided an explanation for any “yes” answer with a prior application.

I hereby certify that the information submitted on or relating to this form is true and correct and grant the Commission permission to check civil or criminal records to verify any statement made on this application. The Commission may revoke any license upon evidence that the holder knowingly made any false statements in the application for the license.

Date: * _____ - _____ - _____ Applicant's signature: * _____

Name: _____
Last
Legal First
Middle

**This application must be signed and dated within a reasonable time period prior to the date the application is received by TSPC.*

INSTRUCTIONS FOR ANSWERING CHARACTER QUESTIONS

1. You must read each question very carefully and provide either a “yes” or a “no” answer. When in doubt, answer “yes” and explain why you think the answer might be a “yes.” Each answer is carefully reviewed. If you do not need to answer “yes”, on future applications, you will be notified.
2. If you answer “no” to all questions and your fingerprint report or your criminal background check reveals that you have not disclosed a conviction or a possible conviction, this will be considered a false statement and may result in an investigation. If you are asked to explain why you did not disclose, your answer will be reviewed to determine if it is reasonable in light of the facts. **A false statement on the application is grounds for denial or revocation of an Oregon Educator License.**
3. Explain your answers fully, in complete sentences. Typed answers are preferred; please do not write your answer on scrap paper. This is a professional application and your responses are kept as part of your permanent licensure file. Do not minimize your explanations. Incomplete responses may be a basis for denying your application and will delay the processing of your licensure application. **Sign and date your explanation.**
4. An arrest can happen without “going to jail.” In Oregon and in many other states, arrests are not erased from your record. If you have recently been arrested and are scheduled to appear in court in the future, you must report this arrest and your scheduled court date.
5. Do not assume that a conviction or arrest has “gone away.” (This includes expungements and dismissals.) Even if you have been advised that your record has been expunged or dismissed, do not assume that this definitely happened. Instead, it is your responsibility to obtain the court documents that confirm final action.
6. If you answer “no” to questions 8, 9 or 10 based upon an arrest or conviction that was subsequently dismissed, expunged, set aside or sealed, you must personally verify with the court directly involved that the corresponding judgment was properly entered by the court. It is your responsibility to report incidents accurately. An erroneous statement, even upon advice of an attorney, that a conviction has been dismissed, expunged, set aside or sealed, may be deemed a false statement.
7. If you answer “yes” to questions 8, 9 or 10, a **certified true copy of the court’s final disposition, if available, must accompany the first application on which the events are being reported** in order for the application to be considered complete. Obtain copies of all court records of any conviction. If a court record is unavailable, then you must get verification from the court that the record has been destroyed. (Even if records are destroyed, they may show up on a state or FBI report.)
8. If you give a false statement, it may be grounds for the state to deny your license or deny your right to be placed in a practicum and could possibly result in a permanent disciplinary record. Answering with “I forgot” or “I was told it would not be on my record” is not an acceptable answer.
9. Even if you think an incident was insignificant and therefore do not report it, this decision could permanently affect your ability to obtain an educator’s license in Oregon.
10. Serious events include but are not limited to:

a. Shoplifting	f. Criminal Neglect
b. Criminal Trespassing	g. Any Drug Conviction
c. Driving under the Influence (DUI)	h. Assault convictions or judgments
d. Driving While Suspended	i. Abuse convictions
e. Domestic Restraining Orders	j. Criminal convictions for misdemeanors and felonies
11. Generally, your response to the character questions will be treated as confidential unless the Attorney General determines that it must be turned over as a public record.

Teacher Standards and Practices Commission

465 Commercial St NE Salem, OR 97301 Email: Contact.TSPC@State.OR.US Voice (503) 378-3586 Web Site: Oregon.gov/TSPC

Mail, email, or fax application materials to:

mail: Office of Admission
CONCORDIA UNIVERSITY 2811 NE Holman Street Portland OR 97211
 email: applicationmaterials@cu-portland.edu
 fax: 503-280-8531

For more information contact us at:

phone: 503-280-8501
 toll-free: 800-321-9371
 email: admission@cu-portland.edu
 web: www.cu-portland.edu