

TEXAS FORENSIC SCIENCE COMMISSION

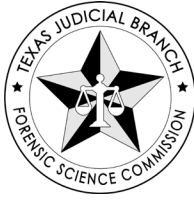
LICENSEE CHANGE/UPDATE FORM

Laboratories should use this form to report any changes in the status of a licensed employee's status of employment or change in forensic discipline or scope of the forensic discipline(s) in which the employee is authorized to perform forensic analysis at the laboratory. **Laboratory representative must upload the form directly to the Commission's licensing portal, ALiS.** Instructions for laboratory submissions in ALiS are posted on the Commission's website here: <https://www.txcourts.gov/fsc/licensing/laboratory-licensee-change-reporting-form/>

This requirement is supplemental to a crime laboratory's duty to report professional negligence and/or professional misconduct to the Commission through a self-disclosure.

The FSC will examine the details of your licensing issue to determine what level of review to perform, if any, or what changes to make to the licensee's license status. We aim to have updated current information published with respect to the status of any licensee in a timely and expeditious manner.

Please remember that all information provided to the Commission is subject to disclosure pursuant to a public information request under Rule 12 Rule of Judicial Administration, Public Access to Judicial Records.



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1. LABORATORY REPRESENTATIVE COMPLETING THIS FORM

Name:

Laboratory:

Work Phone:

Email Address:

2. INDIVIDUAL(S) THAT ARE THE SUBJECT OF THIS LICENSING CHANGE FORM

List the full name of the individual(s) that are the subject of this licensing change form in the boxes below. You may attach a separate spreadsheet(s) containing the information in the boxes as necessary in lieu of filling in the boxes.

Name of Licensee:

License Number:

Licensed Discipline:

Current License Status:

Requested Discipline Change:

Effective Date of Change:

Departing: ☐

Date:

or

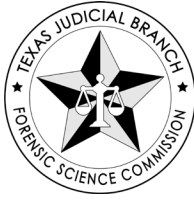
New Hire: ☐

Date:

1700 North Congress Avenue, Suite 445 | Austin, Texas 78701

Phone: (888) 296-4232 | Fax: (888) 305-2432

www.txcourts.gov/fsc



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Name of Licensee:

License Number:

Licensed Discipline:

Current License Status:

Requested Discipline Change:

Effective Date of Change:

Departing: ☐

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or

New Hire: ☐

Date:

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License Number:

Licensed Discipline:

Current License Status:

Requested Discipline Change:

Effective Date of Change:

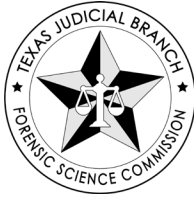
Departing: ☐

Date:

or

New Hire: ☐

Date:



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Name of Licensee:

License Number:

Licensed Discipline:

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Requested Discipline Change:

Effective Date of Change:

Departing: ☐

Date:

or

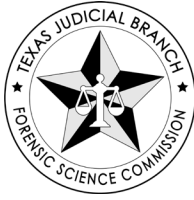
New Hire: ☐

Date:

Please include current Proficiency Testing Monitoring Form (PMC) for new hires and for discipline changes/additions. The document can be downloaded [here](#).

3. DESCRIPTION OF THE CHANGE(S) OR EVENT(S) IN THE LICENSEE'S EMPLOYMENT STATUS AND/OR FORENSIC DISCIPLINE(S).

Please write a brief statement of the changes and events that are the subject of the licensing change. See Page 7 of this form for guidance on information to be reported to the Commission on this form.



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4. IF THE REPORTED CHANGE IS RELATED TO A MISTAKE BY AN INDIVIDUAL OR LABORATORY, PLEASE DESCRIBE THE LABORATORY'S IDENTIFICATION OF ROOT CAUSE ANALYSIS, IF ANY.

a. Summary of the laboratory's investigative effort to identify the root cause(s).

b. Summary of the Root Cause Analysis

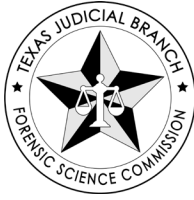
Attach additional pages as necessary.

5. DESCRIPTION OF CORRECTIVE ACTION(S) TAKEN BY THE LABORATORY, IF ANY.

6. CASEWORK IMPACT, IF ANY.

Briefly describe how the change(s) or event(s) impacted the laboratory's casework.

7. SUMMARY OF NOTIFICATION TO STAKEHOLDERS, IF ANY.



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8. Are there any special circumstances in this case (examples may include the possibility of professional negligence or misconduct, the violation of a Commission rule, or some other special circumstance)?

Yes

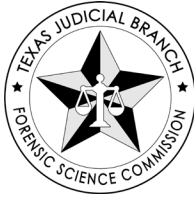
☐

No

☐

Special Circumstances

If you answered yes, please provide a description here:



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GUIDELINES FOR LABORATORY LICENSEE UPDATES

Laboratories should use this form to report any changes in the status of a licensed employee's status of employment or change in forensic discipline or scope of the forensic discipline(s) in which the employee is authorized to perform forensic analysis at the laboratory. This requirement is supplemental to a crime laboratory's duty to report professional negligence and/or professional misconduct to the Commission.

One of the component requirements for mandatory forensic analyst or technician licensure requires an authorized representative from a candidate's employing laboratory to certify the applicant has satisfied any applicable proficiency testing requirements of the laboratory's accrediting body as of the date of the analyst's application, including a designation of the employee name(s) and corresponding forensic disciplines for each candidate. Accordingly, any changes to the status of a candidate's employment status and/or duties with respect to a candidate's eligibility for licensure are periodically reported by the candidate's employing laboratory. Laboratories should use this form to report any changes in the status of a licensed employee's status of employment or change in forensic discipline, scope of the forensic discipline in which the candidate is licensed, or any mistake by the individual or laboratory in the interpretation of licensing rules and requirements. This requirement is supplemental to a crime laboratory's duty to report professional negligence and/or professional misconduct to the Commission.

Examples of laboratory forensic analyst or technician changes and events appropriately reported on this form: departed employment, change in scope of work/forensic discipline, human resources action, leave of absence that affects the status or laboratory's authorization of an employee's license, misunderstanding of licensing requirements.