



Policy Update for Included Reports

September 25, 2017

POLICY:

Applicants must apply for an Included Report within 30 days of application. If no recipient is selected at time of application (“None at This Time”), applicants can notify FCCPT of a recipient for the Included Report, at no additional cost, for up to 30 days following the receipt of the application.

Applicants will receive an applicant copy of the final report and the current Coursework tool (CWT6) if no included report is requested.

If an applicant requests an additional report AFTER 30 days from the receipt of the application, the applicant will have to apply for a Duplicate Report and pay the associated fee.

The Board of Directors has determined that the option to choose your recipient for your Included Report within 6 months of your service completion, no longer applies.

If your service has been completed and you did not choose a recipient for your Included Report, you will have to apply and pay for a Duplicate Report or a Re-evaluation in order to have your evaluation sent to your selected recipient. If you are not sure if you need a Duplicate Report or a Re-evaluation please [contact us](#).

You can verify whether you have selected a recipient when you [log into your file](#). If you have not selected a recipient, you will see “NONE AT THIS TIME” next to your Included Report. To request an Included Report you must complete the Included Report Request Form found on our website in the [Forms Library](#) and return this to our offices within 30 days of receipt of this notice. If you have any questions, please [contact us](#).