

SAMPLE PREAPPROVAL LETTER

How to “T.E.A.S.E” the Board

*Reference the document that explains the pre-petition process



SAMPLE PREAPPROVAL LETTER

Date of Preapproval Application:
March 12, 2021

Directed to:
District of Columbia Board of Barber and Cosmetology
1100 4th Street SW,
Washington D.C. 20024

Identify name and address:
Angelina Reid
6506 Massachusetts Ave
Washington, D.C. 20004
Angelina.Reid@gmail.com
(202) 255-5555

Subject: Angelina Reid's Preapproval Letter

Directly Related Standard:

My name is Angelina Reid, and this is my petition to be preapproved for a cosmetologist license. This preapproval request is being made pursuant to D.C. Official Code § 47-2853.12(n)(1), which allows me to petition the board at any time to determine whether my prior conviction disqualifies me from obtaining the license.

I am currently enrolled in a program to complete the cosmetology training I began while incarcerated, and it was the motivating factor in seeking this board's approval of my license. However, before granting my license, the board must first look at my criminal conviction to determine whether it is directly related to the occupation; I argue it is not. My conviction of armed robbery isn't directly to the specific duties and responsibilities of a cosmetologist. The only connection is the opportunity to take the property of someone else. However, I believe this interrelation between the two is not persuasive enough for the board to deny my license. There are a limited number of jobs available that would have little to no human contact, and it would be unreasonable to allow returning citizens to only seek employment of this kind.

INCLUDE IN YOUR HEADING:
The date, your contact information,
and the appropriate Board
information

**TELL your
story**

E

**Highlight your
EXPERIENCE**

A

**Include your
ACCOMPLISHMENTS**

S

**Identify your
SUPPORTERS**

E

**Make sure to
restate your
request and
include your
signature at the
END**

Rehabilitation:

I grew up in southeast D.C. and frequently ran with the wrong crowd. I had become acclimated to a life of crime, and for most of my life it was the only means I had to survive. I engaged in activities I'm not proud of, and when I was 23 years old, I was convicted of armed robbery and sentenced to 5 years in prison. While in prison, my conduct was exemplary. I frequently attended religious services, obtained my GED, and earned college credits. I eventually found solace in doing hair and makeup for other inmates. Subsequently, I enrolled in cosmetology programs with the aspiration of one day becoming a cosmetologist. However, three years into my sentence, I was granted parole and released before completing all the requirements necessary to obtain the license.

I've since completed the terms of my parole, absent any violation. Since my arrest, I've vowed to stay out of trouble and have abided by that. Yet, this blemish on my record can hinder me in unimaginable ways. This system is heavily flawed if its purpose is to oppress an already vulnerable group of individuals rather than helping to rehabilitate them so they can successfully reenter back into society. I understand my criminal conviction may follow me for the rest of my life. However, I served my time, without incident, completed all the terms of my parole, maintained employment since my release from incarceration, and now seeking the opportunity to take a step toward my ultimate goals. I am approaching 30 years old and recently married. With this license, I would have the tool necessary to thrive in the next chapter of my life.

District's Interest:

I began working in a salon as a secretary shortly after my release. In the letter of recommendation from my current employer, Sabrina Pollard, she states, "Angelina Reid exhibits one of the highest levels of productivity I have ever seen in an employee. The customers love her,

and I am confident she will make an incredible cosmetologist." Mrs. Pollard is a well-respected community leader and has encouraged me every step of the way. My parole officer, Bonnie Burkett, also wrote a Character Reference on my behalf and stated, "I have been Ms. Reid's parole officer for the last two years and can attest to her sincere efforts to reestablish an honest and productive life post-release. I believe her desire to obey the law and reintegrate into society is sincere, and I am pleased to vouch for her honesty and character." I pride myself on my work ethic and dependability, but the reassurance from persons like Mrs. Pollard and Ms. Burkett makes me more confident that I can have a successful future in this field. Employment is a foundational requirement for success after incarceration. Without it returning citizens, like myself, would not be able to acquire basic necessities like food, housing, or support for children.

Request:

Given these reasons, I respectfully request that this board grant preapproval to obtain a cosmetology license. The board shall render its decision within 90 days after receipt of this petition, pursuant to § 47-2853.12(n-2).

Sincerely,

Angelina Reid
Applicant



Clinical Law Center
School of Law

