**Section 4515.80 Reporting to the Director**

a) Each certified Navigator, In-Person Counselor, Certified Application Counselor and Certified Application Counselor Organization shall report to the Director any administrative action taken by a governmental agency against that person in this State or in any other jurisdiction within 30 calendar days after the final disposition of the matter. This report shall include a copy of the order, consent order, or other relevant legal documents.

b) Each certified Navigator, In-Person Counselor, Certified Application Counselor and Certified Application Counselor Organization shall immediately report to the Director any criminal prosecution of that person taken in any jurisdiction. The report shall include a copy of the initial complaint filed, the order resulting from the hearing, and any other relevant legal documents. Failure to report within 30 days following the hearing date shall be considered a violation of this Section.

c) An entity certified under this Part as a Navigator, In-Person Counselor or Certified Application Counselor Organization that terminates the employment, engagement, affiliation, or other relationship with an individual Navigator, In-Person Counselor or Certified Application Counselor shall notify the Director within 30 days following the effective date of the termination, using a format prescribed by the Director, if the reason for termination is one of the reasons set forth in Section 4515.70 or 4515.120, or the entity has knowledge the navigator or certified application counselor was found by a court or government body to have engaged in any of the activities in Section 4515.70 or 4515.120. Upon the written request of the Director, the entity shall provide additional information, documents, records, or other data pertaining to the termination or activity of the individual.