

Policy & Procedure for Background Checks and Driving Records

Career Managers must ensure potential participant is informed and aware that they may be subject to criminal background checks and driving records. The checks will be REQUIRED for all potential CDL participants and other training programs where employability is subject to no felonies and/or a clean driving record and must be completed before enrollment into a training program. This will be placed in the *Challenges and Stressors* under the *Registration* tab in KEE Suite Staff Connect.

A form will be provided and must be signed by potential participant and witnessed by Career Manager. The form will then be forwarded to WIOA Program Quality Coordinator or WIOA Administrative Assistant to begin the process. Failure to subject to a check will exclude individuals from possible training.

If background check or driving records indicate information that could be detrimental to employment, the Career Manager will assess the time frame that the offense occurred and compared this to the hiring standards of the industry. In the event a letter of hire is presented for a person with detrimental information on their check it must be validated by Career Manager.

Once checks are received they will be put with the request form and placed in participant file. The checks will be at no cost to the potential participant.