Compliance Readiness Checklist

Prepare for Regulated Onboarding and Screening Requirements

About This Checklist

This checklist helps you prepare for background screening and compliance requirements for positions that work with children, vulnerable adults, or other regulated roles. Use this to ensure you have all necessary documentation ready.

1. Personal Information

- ◼ Valid government-issued photo ID (driver's license, passport, or state ID)

- ◼ Social Security card or documentation with SSN

- ◼ Current contact information (phone, email, address)

- ◼ Emergency contact information

2. Employment History

- ◼ List of previous employers (past 7 years minimum)

- ◼ Dates of employment for each position

- ◼ Supervisor names and contact information

- ◼ Professional references (typically 3-5)

- ◼ Professional licenses or certifications (if applicable)

3. Education & Training

- High school diploma or GED certificate

- College transcripts or degrees (if applicable)

- Professional training certificates

- Continuing education documentation

4. Background Screening Requirements

- Understand Level 2 screening requirements for your role

- Know which agency requires the screening (AHCA, DCF, DOE, etc.)

- Have ORI number (if provided by employer)

- Schedule fingerprinting appointment

- Bring acceptable payment method to appointment

5. Additional Documentation

- Resume or curriculum vitae (current)

- Cover letter or statement of interest

- Proof of eligibility to work in the US

- Vehicle registration and insurance (if job requires driving)

- Health clearance or physical exam results (if required)

Important Notes

• All documents must be current and legible.

• Copies should be clear and complete (no cut-off edges).

• Names on all documents should match exactly.

- Some items may not apply to all positions - verify with your employer.

- Processing times vary by agency and background check complexity.