

NOTE TO SELF PICK ONLY ONE!

Re-certifications- A print out from the BCU of all personnel with a current or in process background check. This includes agency owners, CEO, staff, volunteers, etc. Simply log in and print the results page showing that you are in the process of being checked

It was found during screening that your agency does not have an established Background Check Account and one is currently being created for you. You will receive an e-mail from the BCU when your account is ready with instructions on how to proceed with them. Once your check is in process simply log in and print the results page showing that you are in the process of being checked, this includes agency owners, CEO, staff, volunteers, etc.

Initial Certification Applicants A print out from the BCU of all personnel with a current or in process background check. This includes agency owners, CEO, staff, volunteers, etc. You will receive an e-mail from the BCU when your account is ready with instructions on how to proceed with them. Once your check is in process simply log in and print the results page showing that you are in the process of being checked

Your Background Check account is active but currently there is no one listed. Please submit the required application to the BCU for all required individuals in your organization.

Provide proof of Critical Incident Report Training **of at least one key staff person**. CIR Training Registration is found at <http://www.hss.state.ak.us/dsds/senior-disabilities-servicetraining.htm> and can be done online via webinar or by arrangement via phone. If you have questions about the webinar or about training, please contact Kara Thrasher-Livingston, Kara.Thrasher-Livingston@alaska.gov

Employee Orientation Materials

Provide Agency Code of Ethics: Address fraud and inappropriate behaviors.

Provide a Non Discrimination policy

Provide a Health & Safety Policy

Provide a Background Check policy which includes how you will handle staff who refuse to have a background check or fail a background check.

Provide your Employee Rights

Provide your Employee Grievance Procedures

Provide your agency's Performance Measures: How will performance be measured?
What standards will staff be evaluated on?

Provide your agency's training requirements & schedules for licensed & unlicensed staff.
How often will trainings be held/offered (weekly, monthly, etc.), what types of subjects will be presented?