

## **Personnel – Certified/Non-Certified**

### Security Check/Fingerprinting

#### Regulation

1. No later than ten calendar days after the Executive Director or designee has notified a job applicant of a decision to hire the applicant or place the worker, or as soon thereafter as practicable, the applicant or worker will be directed to be fingerprinted by LEARN.
2. No later than twenty calendar days after the Executive Director (or designee) has provided the successful job applicant or worker with the direction to be fingerprinted, and before the individual start performing services at LEARN, the applicant or worker must be fingerprinted by LEARN. Failure of the applicant or worker to have his/her fingerprints taken in such period will be grounds for the withdrawal of the offer of employment or placement, or termination of employment or placement.
3. Any other individual required by law or LEARN to be fingerprinted will do so prior to starting to perform services at LEARN. Failure to comply will be grounds for the withdrawal of the offer of employment or placement, or termination of employment or placement.
4. Any person for whom criminal records checks are required to be performed, pursuant to this policy, must pay all fees and costs associated with the fingerprinting process as determined and charged by LEARN for the submission or processing of the requests for criminal record checks.
5. Upon receipt of a criminal record check, indicating a previously undisclosed conviction, the Executive Director or his/her designee will notify the affected applicant/employee/worker of the results of the record check and will provide an opportunity for him/her to respond to the results of the criminal record check.
6. Decisions regarding the effect of a conviction or a pending charge upon the individual that was fingerprinted, whether disclosed or undisclosed by him/her, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or placement or termination from employment or placement.

4112.5(b)  
4212.5(b)

7. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.
8. Applicants, as required, shall make disclosures containing (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations.

LEARN will comply with all Criminal Justice Information (CJI) and Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures as required by State and Federal laws, as amended from time to time by the State or federal government. Such procedures follow these regulations and are for informational purposes only.

Regulation: June 13, 2019

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