

AFC/HFA DIVISION CRIMINAL HISTORY WORKSHEET

Facility Name: _____

Lic.# _____

Date of Review _____

		NAME:				
Start date of employment, contracts or clinical privileges:						
	Requirements of:					
EXEMPT:	400.734 b (2) 333.20173a (2)(a)(b)	Exempt hired, contracted with or granted clinical privileges before 04/01/06 (must be fingerprinted by 03/31/08)				
	400.734 b (11) 333.20173a(10)	Agreement to Notify of Arraignment/Conviction Form (Rev 1/07) and Part 3 of DCH 1375 - Agreement to Provide Fingerprints OR equivalent (see below)				
NON-EXEMPT:	400.734 b (3) (6) (11) A. 333.20173a (3)(5) (10)	Background Check Application form DHS/DCH-1360				
	OR	If the DHS/DCH-1360 is not used, then:				
	400.734 b (3) 333.20173 a (3)	Consent for criminal history check				
	400.734 b (6) (b) 333.20173 a (5)	Signed statement:				
		(i) No convictions described in (1) (a) - (g) (ii) Not subject of order or disposition per (1) (h) (iii) Not subject of finding per (1) (i) (iv) Agrees to termination if no confirmation of above (v) Understands good cause for termination				
	400.734 b (11) 333.20173 a (10)	Employees, contractees and clinical privilege grantees, <u>including exempt persons</u> , have agreed in writing to immediately notify the licensee:				
		(a) Upon being arraigned and/or convicted of 1 (one) or more of the criminal offences listed in subsection (1) (a) to (g); Upon becoming subject of an order or disposition described in subsection (1) (h)(i) (b) Provide the department of state police with a set of fingerprints if not previously provided				
	AND					
B.	400.734 b (6) (a) 333.20173 a (5) (a)	Identix receipt of fingerprint or conditional employee's website profile confirming fingerprint				
C.	400.734 b (4) (5) 333.20173 a (4) (5)	Within 30 days of fingerprinting, one of the following documents demonstrates compliance:	NOTE: If no fingerprint results w/in 30 days licensee should contact Background Check Unit at 877-718-5542 to determine status.			
		MSP <i>No Hit</i> notification				
		DHS Letter: <i>Offense But Not Disqualified</i>				
		DHS Letter: Employment Exclusion Notice				