

FACILITY NAME		LICENSE #	DATE		
<b>APPLICANT/EMPLOYEE NAME →</b>					
<b>Start date of employment, contracts or clinical privileges:</b>					
	<b>Requirements of:</b>				
<b>EXEMPT:</b>	<b>400.734 b(2) 333.20173a (2)(a-b)</b>	Exempt Employee (hired by licensee before 04/01/06) must begin fingerprinting by 04/01/09. HFA deadline is extended until 04/01/11.			
<b>A.</b>	<b>400.734b(11)(a) 333.20173a(10)(a)</b>	MDHS-Exempt Employee Information and Agreement form or equivalent. (Please see below)			
<b>B.</b>	<b>AFC must have one of the following → 400.734b(2)</b>	Background Check Fingerprint Request Form and Fingerprint Appointment Confirmation <b>OR</b> fingerprint receipt from L-1 Identity Solutions <b>OR</b> Exempt Employee Fingerprint Confirmation form.			
<b>NON-EXEMPT:</b>	<b>400.734 b (3)&amp;(6)&amp;(11) A. 333.20173a(3)&amp;(5) &amp;(10)</b>	MDHS-Applicant Consent and Disclosure form or equivalent. (Please see below)			
	<b>AND</b>				
<b>B.</b>	<b>400.734 b(6)(a) 333.20173a(5)(a)</b>	L-1 Identity Solutions fingerprint receipt. Dated within 10 days of conditional offer of employment.			
	<b>AND</b>				
<b>C.</b>	<b>400.734b(4)&amp;(5) 333.20173a(4)&amp;(5)</b>	<b>Within 30 days of fingerprinting, one of the following documents demonstrates compliance:</b>	<b>NOTE: If no fingerprint results within 30 days, licensee to contact Background Check Unit at 877-718-5542 to determine status.</b>		
		DHS BCAL No Record Found notice <b>or</b>			
		DHS BCAL Non-Exclusionary Findings notice <b>or</b>			
		DHS BCAL Employment Exclusion notice <b>or (if previously excluded but determined employable after appeal) ↓↓↓↓↓</b>			
		DHS BCAL Appeal/Reconsideration Employability notice			

<b>Exempt Employee Information and Agreement Equivalency Requirements</b>
<ul style="list-style-type: none"> <li>• Consent allowing background check to occur.</li> <li>• Signed statement acknowledging:                             <ul style="list-style-type: none"> <li>○ No convictions described in (1)(a)</li> <li>○ Not subject of order or disposition per (1)(h)</li> <li>○ Not subject of finding per (1)(i)</li> <li>○ Acknowledgment of good cause termination AFC(6)(b)(v) &amp; HFA(5)(b)(v)</li> <li>○ Agreement to notify licensee of being arraigned and/or convicted of any offenses listed in 1(a to g) or upon an order or disposition under (1)(h)(i)</li> </ul> </li> <li>• Agreement to submit fingerprints via MILTC website process beginning 04/01/09.</li> </ul>

<b>Employment Applicant Consent and Disclosure Equivalency Requirements</b>
<ul style="list-style-type: none"> <li>• Consent allowing background check to occur.</li> <li>• Signed statement acknowledging:                             <ul style="list-style-type: none"> <li>○ No convictions described in (1)(a-g)</li> <li>○ Not subject of order or disposition per (1)(h)</li> <li>○ Not subject of finding per (1)(i)</li> <li>○ Acknowledgment of good cause termination AFC(6)(b)(v) &amp; HFA(5)(b)(v)</li> <li>○ Agreement to notify licensee of being arraigned and/or convicted of any offenses listed in 1(a to g) or upon an order or disposition under (1)(h)(i)</li> </ul> </li> <li>• Agreement to submit fingerprints via MILTC website process.</li> </ul>