

Revised June 2006

**Qualification 1:4 – Business Operations
NPMA QualityPro Hiring Practices
Criminal Background Check Requirements**

A QualityPro Employer must, at a minimum, adhere to the following with regard to all current employees and all prospective employees who have been offered a position:

1. Employers must obtain criminal background reports for all current employees and all prospective employees who have been offered a position. A company is not eligible to be QualityPro certified until all criminal background checks for existing employees have been completed.
2. If background checks have been conducted on current employees within one year prior to the point that the employer begins the QualityPro application process, it is not necessary to obtain additional checks if: (a) the background checks that were obtained within the past one-year period meet all of the provisions noted below, and (b) the current employee signs an affidavit attesting that he or she has not been arrested, charged, or convicted of a crime in the past one year.
3. A newly hired employee may begin working before the company receives all criminal background results; however, he/she may not physically visit or work on or at a customer's property unless accompanied by another employee whose background checks have been completed.
4. To comply with QualityPro background check provisions, employers must first obtain a Social Security Number report that provides the current and previous addresses for the candidate. Then, using the completed employment application form, the Background Check Authorization Form, and (if available) the resume, employers must verify the whereabouts of the candidate for the past 15 years (or, for candidates who have been in the workforce for less than 15 years, the timeframe covered by the complete employment history).
5. Employers must also obtain a Nationscan Criminal Index report (or other similar report provided by the third-party vendor) that includes results from searching a broad range of available criminal databases nationwide. If the Nationscan Criminal Index report reveals a conviction, the employer must obtain the actual criminal record report from the state or county source and the report must verify the disposition and other details of the conviction. *(Note: Nationscan-type reports cannot typically be used to make employment decisions. Actual criminal conviction reports must be obtained from the state or county source.)*
6. In addition to the Nationscan Criminal Index report, employers must obtain available criminal background reports from all states, counties, or metro-counties where the individual has resided for the past seven years, or within the timeframe required by any applicable state or federal regulation. *(Note: A "metro-county" includes the county where the individual lived and all surrounding counties.)*
7. If the results of a criminal background check reveal a job-related conviction or other job-related information, the employer should follow his or her policies related to criminal records and/or should consult with a qualified professional to determine employment eligibility.
8. All attempts to obtain criminal background records must be documented.
9. QualityPro employers must comply with all provisions of the Fair Credit Reporting Act (or other state consumer reporting laws) that pertain to obtaining and utilizing consumer reports, such as criminal records provided by a third-party vendor.
10. QualityPro employers must adopt, implement, and enforce a written policy that requires all employees to report any arrests, charges, indictments, and convictions that occur while employed by the QualityPro employer.

A model Background Check Authorization Form will be included in your QualityPro Resource Manual.

A model Arrests, Charges, Indictments, and Convictions policy will be included in your QualityPro Resource Manual.