Who needs background checks?

* All new hires
* students with access to child information
* Everyone as their CSPD is renewed (so every 5 years everyone should have them redone starting in 2023).

Fingerprinting process:

* Schedule appointment with YUP for live scan prints
* Go to yupfingerprinting.com
* Click on Logan site
* Choose “Direct Submission/Livescan”
* Click on available time slots

BE SURE TO TAKE THE INFORMATION SHEET FROM Dave Clark with the CPD code so YUP can submit them to BCI for background check

 If you pay for your own, return the receipt to Miriam for reimbursement. We will look into setting up a billing process directly to the Up to 3 program.