Background checks with Up to 3

Up to 3 employees are required to pass a fingerprint BCI background check. The fingerprints need to be electronically completed through USU police. The applicant obtains a wavier form to take to USU police giving them permission to have results shared with CPD and a release form giving CPD’s appointed person to receive the background check results. Miriam Williams is the person identified by the CPD to receive the background check results.

Any Up to 3 staff who work with children without parents present (childcare providers, classroom facilitators and assistants) will also take the University Protection of Minors Training annually and documentation will be given to the USU Risk Management office when training is completed.

New employees pay for the fingerprinting and the program pays for the check to be run. Results are shared with Up to 3 Program director and coordinator. Miriam sends an email to Leeanna Lammert at USU HR and to Up to 3 program coordinator to inform them the new exempt employee has successfully completed their background check. If there are questionable or negative results on any background check, Miriam will share that information with the Program Director who will then discuss it with the USU Background Review committee before the applicant is hired.

Volunteers and students also need to pass background checks before going to a family’s home. Students and volunteers pay for their own fingerprints and background checks and are not reimbursed. Results are shared with Up to 3 Program director and coordinator.