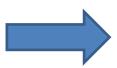
Background Check Process for Existing Employees

Ann Travis sends notice to each employee via email that the clearance process will be starting for their department/area



Ann provides employees' names and e-mail addresses to CBY Systems, our background check vendor



Employee receives e-mail from Ann with a link to the background check questionnaire



Employee receives e-mail from CBY Systems with instructions regarding fingerprinting (including list of nearest locations) and completion of the online Child Abuse Clearance



Employee receives email confirming completion of questionnaire



Within 14 days, employee must complete the online questionnaire



Employee completes online Child Abuse questionnaire and gets fingerprints taken



Employee receives
FBI clearance results
in the mail and
returns them to Ann