

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 5 Human Resources
Title	AP 5100 Criminal Background Checks
Number	AP 5100
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Legal	Chavez/Huerta K-12 Preparatory Academy Board of Directors Colorado Public Records Act Fair Credit Reporting Act (FCRA)
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In accordance with the State of Colorado, Chavez/Huerta K-12 Preparatory Academy (CHPA) has established criminal background check processes for all persons employed including volunteers. The state of Colorado requires criminal background checks for all prospective employees in public and private education. The checks must include information regarding any charges of child abuse or endangerment, neglect, sexual offenses or any other felony throughout the applicant's life.

CHPA's process includes the following criminal background checks:

- Colorado Bureau of Investigation (CBI) Online Background Check
- Colorado Fingerprinting process through the State required Colorado Applicant Background Services (CABS)

In the event the candidate for employment or volunteer does not pass the background check process, the next candidate will be considered or the position will be opened up for additional applicants. CHPA's Human Resource Department will notify the candidate of the background check results and provide the State of Colorado's appeal process if applicable.

Last Revised Wednesday, November 06, 2019