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|  EMPLOYEE BACKGROUND CHECKS | NO. 401 |
| Winning Wheels, Inc. is required under the Health Care Worker Background Check Act (Public Act 89-197) to request a Uniform Criminal Information Act (UCIA) non-fingertip conviction information request for non-licensed applicants/employees providing direct patient care. This check will be done within 10 days of the hire date of new employees. Employment is conditional pending the outcome of this check. Employees have the right to request a waiver if convicted of committing or attempting to commit one of the offenses enumerated in. the ACT (see attached for list of offenses).Employees may be terminated if the UCIA report indicates a record of conviction for the offenses detailed in the Act and Winning Wheels, Inc. is under no obligation to retain the employee even if a waiver is received.The background check process will occur in the following manner:1. Fingerprint background check application completed by applicant.
2. Employer registers applicant for background check online and prints fingerprinting form.
3. Applicant takes the fingerprinting form and photo identification to vendor for background check to be completed.
4. Fingerprint background check receipt needs to be returned to facility within 10 days of hire.
5. The facility will be notified via email by the Illinois State Police if the applicant has a disqualifying conviction.

If the applicant previously obtained a fingerprint (Livescan) background check in the State of Illinois for a licensed medical facility, they do not have to obtain a new one. |
| Approved: | Effective Date: 1/96 | Revision Date: 2/98; 9/11; 3/17 | Change No.: | Page:  1 of 1 |