

CERTIFIED CONTRACTORS GUIDELINES

SEARCH CRITERIA

- Applicant History Trace
- County / Statewide Criminal
- Multi-Court Jurisdictional Database
- National Sex Offender Registry
- Global Report
- Nationwide Federal Criminal
- SAMSHA-Approved 10-Panel Drug Test (Level 1+, 2+ & 3+)
- Continuous Criminal Monitoring and Medical Exclusions (Level 3/3+)

CRIMINAL HISTORY

No misdemeanor criminal charges* within one year (Level 1 & 1+) / five years (Level 2, 2+, 3, & 3+) and/or no felony criminal charges* within seven years from the end of the disposition date where court jurisdiction is pending, continuing, or ended for a crime involving weapons, drugs, violence, theft, or sexual offenses. Not actively listed on the Sex Offender Registry or watchlists. Examples include (not a complete list):

- Arson
- Assault
- Damage / Destruction to Property
- Disorderly Conduct
- Domestic Violence
- Forgery
- Fraud
- Harassment
- Homicide / Manslaughter / Murder
- Resisting / Fleeing Arrest
- Sexual Assault
- Theft / Receiving Stolen Property
- Weapons Charges

**A criminal charge includes a plea, verdict, withheld or deferred judgment/sentence or finding of guilt regardless of whether a sentence was imposed by the court. This includes open or pending cases.*

DRUG TESTING

Required for levels 1+, 2+, & 3+. Laboratory testing includes collection of the sample, transport to the laboratory, EMIT analysis, GC/MS confirmation by a SAMHSA-certified laboratory and a test review by a Medical Review Officer, if required. Applicant/contractor must test negative for:

- Amphetamines
- Benzodiazepine
- Cocaine
- Methadone
- Oxycodone
- Barbiturates
- Cannabinoids
- Ecstasy
- Opiates
- Phencyclidines

ADMINISTRATIVE COMPLIANCE

Failure to comply with the program procedures will be considered a failure to meet the minimum requirements for certification. This includes but is not limited to, failure to:

- Sign Applicant Background Consent Form
- Sign Applicant Program Acknowledgements
- Provide a sample for drug testing within 48 hours (if applicable)
- Provide a sample for drug testing which complies with collection standards and federal guidelines (if applicable)
- Comply with certification program rules

Certified Contractors does not provide any warranties, expressed or implied, regarding the individuals who meet the requirements for certification under the Certified Contractors Program. Certified Contractors searches the name, date of birth, social security number, and other identifying information provided to us by the End User and/or Applicant. Program participants are responsible for verifying the Applicant's identity. This is a certification program upon written instructions for participation. It is not intended for the use of employment. The Participating Sites ultimately determine site access.