



BACKGROUND INVESTIGATION AND ADJUDICATION AGENDA

Day 1 – Background Investigations

8:30 a.m. – 9:00 a.m.

Check in and Continental Breakfast

9:00 a.m. – 9:30 a.m.

Introductions and Training Overview

Lesson 1 – Policy Development

9:30 a.m. – 10:30 a.m.

Background Investigation Policies and the Fair Credit Reporting Act | Featured Presenter – Rick McGee (Day and time to be finalized)

10:30 a.m. – 10:45 a.m.

Break

Lesson 2 – Everything You Want to Know About Background Checks

10:45 a.m. – 12:00 p.m.

Questionnaires- Screening

12:00 p.m. – 1:15 p.m.

Lunch Break

Lesson 3 – Conducting a Compliant Employee Background Investigation

1:15 p.m. – 2:30 p.m.

Searching Criminal Records Inquiries and Verifications

2:30 p.m. – 2:45 p.m.

Break

2:45 p.m. – 3:45 p.m.

How to Read an FBI Report
How to Read a Credit Report

3:45 p.m. – 4:30 p.m.

Documenting Background Investigations



BACKGROUND INVESTIGATION AND ADJUDICATION AGENDA

Day 2 – Adjudication Certification

Lesson 4 – Adjudication Overview

9:00 a.m. – 9:30 a.m.

Adjudication Overview

Lesson 5 – Policy Development

9:30 a.m. – 10:30 a.m.

Adjudication Policies and Due Process/Adverse Action | Featured Presenter – Rick McGee (Day and time to be finalized)

10:30 a.m. – 10:45 a.m.

Break

Lesson 6 – Identifying Derogatory Issues (Statutory Bars and Conduct Concerns)

10:45 a.m. – 12:00 p.m.

12:00 p.m. – 1:15 p.m.

Lunch Break

Lesson 7 – Understanding Ranking Worksheets

1:15 p.m. – 2:30 p.m.

The Ranking Worksheet Template
Developing Ranking Worksheets

2:30 p.m. – 2:45 p.m.

Break

Lesson 8 – Understanding Case Summaries

2:45 p.m. – 4:30 p.m.

The Case Summary Template
Utilizing the Ranking Process to Develop a Case Summary/Case Summary Case Studies



BACKGROUND INVESTIGATION AND ADJUDICATION AGENDA

Day 3 – Adjudication Certification

Lesson 9 – Adjudicating Issue Cases

9:00 a.m. – 10:30 a.m.

Types of Due Process / Adverse Action
Understanding Mitigating Information
Preliminary Unfavorable Letters
Letters of Inquiry

Lesson 9– Reviewing Responses

10:30 a.m. – 11:00 a.m.

Making Final Determinations / Writing Final
Justifications /Case Studies

Background Investigation and Adjudication Assessment/Exam

11:00 a.m. – 11:45 a.m.

Closing and Certificates

11:45 p.m. – 12:30 p.m.

