



**TRIBAL ADJUDICATION PROFESSIONAL (TAP)
CERTIFICATION
AGENDA**

**Alaska Native Heritage Center
June 17 – 19, 2025
~Athabascan Ceremonial House~**

DAY 1: 8:00 am – 4:30 pm

8:00 am Greetings & Continental Breakfast Provided

Lesson 1 – Let's Review

8:30 am Introductions and Overview of Employee Investigation Program

Lesson 2 – Everything You Need to Know About Pre-Screening

9:00 am Questionnaires & Pre-Employment Screening

10:00 am Break

Lesson 3 – Conducting a Compliant Employee Background Investigation

10:10 pm Investigative Search Tools
Criminal Record Searches
Verifications

12:00 pm Lunch on Your Own

1:00 pm Character References
Specialized Searches
Documenting Background Investigations

2:30 pm Break

2:40 pm How to Read a Credit Report
How to Read an FBI Report

Lesson 4 – Adjudications 101

4:00 pm Adjudication Overview



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DAY 2: 8:00 am – 4:30 pm

8:00 am Continental Breakfast Provided

Lesson 5 – Identifying Derogatory Issues

8:30 am What is a Record vs. a No Record
Statutory Bars
Conduct Concerns

Lesson 6 – Evaluating & Ranking Derogatory Issues

9:30 am The Ranking Worksheet

10:30 am Break

Lesson 7 – Case Summaries

10:40 am Utilizing Ranking to Develop a Case Summary

Lesson 8 – Mitigating Issue Cases

11:15 am What is Mitigation
Resolving Statutory Bars
Mitigating Concerns

12:00 pm Lunch on Your Own

Lesson 9 – Due Process

1:00 pm Types of Due Process
Due Process Logistics

2:30 pm Break

Lesson 10 – Final Adjudicative Decisions

2:40 pm

Agenda for TAP Training Program (est. 2024)

Sponsored and certified by the National Native American Human Resources Association (NNAHRA)
Presented by Personnel Security Consultants, Inc. (PSC, Inc.), with content created by Richard G. McGee Law, LLC



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DAY 3: 8:00 am – 4:30 pm

8:00 am Continental Breakfast Provided

Lesson 11 – Legal 101

8:30 am Policies, Procedures, & Best Practices

10:30 am Break

Lesson 12 – Case Studies and Exam Overview

10:40 am

11:30 am Exam

Certificate Issuance & Closing Remarks

12:00 – 12:30 pm