ACTION BEHAVIOR CENTERS

Colorado



Completing your background check at ABC!

Welcome to ABC, we're so glad you're joining the team!

A background check is required for employment at ABC. Below you'll find some helpful information on your background check.

In order to ensure a timely and successful onboarding process, please complete these steps immediately.

You must complete these steps **within 3 days** of your start of employment to avoid delays in your employment with Action Behavior Centers.

Standard Background Check

- [ ] You will receive an email from Sterling, First Advantage (our background check vendor).
  - [ ] This is sent to your personal email through which you applied.
  - [ ] This is sent from NoReply@us.sterlingcheck.app
  - [ ] This is sent after your offer has been signed.
- [ ] Follow the instructions to create an account.
- [ ] Follow the prompts and enter all your information - complete all fields correctly.

Since you're joining our Colorado team, this background check includes a **Child Abuse Registry check**, conducted by the State of Colorado.

To initiate this search, please follow the steps below:

NOTE: No payment is required, ABC covers the cost - please disregard any mention of a fee in the instructions or notes. If you submit a payment, you are responsible for that payment, and are not eligible for reimbursement.

Step 1

Access the Colorado online application/form

- [ ] Access the link here - https://decl.my.site.com/providerhub/s/licensing-pre-biu
- [ ] Google Chrome browser is preferred.

Step 2

Prepare your information

- [ ] Have your personal info and any previous names/aliases ready.

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Step 3

Complete the form, be mindful of the following instructions

- [ ] Do not use autofill - type your information manually.
- [ ] Do not leave any spaces or fields blank - if something doesn't apply, just write "N/A."
  - [ ] In Section A (Results Release of Information), please complete the following fields exactly as shown:
    - [ ] Agency/Facility/Business Name (if applicable): First Advantage
    - [ ] Email Address : CARSupport-ST@fadv.com

⚠ **Do not enter your own email!**

- [ ] Double check everything before submitting. Once you submit, you cannot edit it.
- [ ] Hit the submit button when you are completed. If information is missing, a pop-up notice will appear with what needs to be fixed.

Step 4

Save and email your consent form

- [ ] After submitting, you'll get a PDF copy of your request.
- [ ] Save/print the PDF – it includes your application number.
- [ ] Email the PDF to: CARSupport-ST@fadv.com

Step 5

Select the "Mail-In" payment option ** This informs the state not to charge you. **

- [ ] When asked about payment, select "Mail-In."
- [ ] First Advantage (ABC's Background Check provider) will pay the fee on your behalf – you will not be charged.

Step 6

Email confirmation copy

- [ ] You will receive confirm from Colorado BIU, forward that email to: CARSupport-ST@fadv.com

Should you have any questions, please contact help.fadv.com or CARSupport-ST@fadv.com

Note: If we do not receive a response within 30 business days, we will close the search. Failure to complete these steps within the first 3 days of employment may result in a delay in your start date with Action Behavior Centers.

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