Level 1 Employee
This employee has no direct contact with minors.

1. Employee to read and sign form TN Law on Mandatory Reporting of Child Abuse (one time).
2. Unit to check National Sex Offender and TN Abuse Registry (one time). *Only applies to employees eighteen (18) years of age or older. An employee’s initial criminal background check is sufficient to satisfy this requirement.

Level 2 Employee
This employee has direct contact with minors that is occasional or intermittent with no overnight involvement.

1. Employee to read and sign form TN Law on Mandatory Reporting of Child Abuse (one time).
2. Unit to check National Sex Offender and TN Abuse Registry (every two years). *Only applies to employees eighteen (18) years of age or older. An employee’s initial criminal background check is sufficient to satisfy this requirement.
3. Complete Child Protection Training online (every two years).

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Does the employee work in direct contact with minors?

• Direct contact is the instruction, care, supervision, guidance, control and/or routine interaction with a minor.
• A minor is any person who is under eighteen (18) years of age, or who is reasonably presumed to be under eighteen (18) years of age.

NO

Level 3 Employee
This employee has direct contact with minors with possible overnight involvement or regular, frequent contact.

1. Employee to read and sign form TN Law on Mandatory Reporting of Child Abuse (one time).
2. Background check conducted (every four years). Initiate background check requests in SUPER. *Only applies to employees eighteen (18) years of age or older.
3. Unit to check National Sex Offender and TN Abuse Registry (every two years). *Only applies to employees eighteen (18) years of age or older. An employee’s criminal background check is sufficient to satisfy this requirement.
4. Complete Child Protection Training online (every two years).

NO

YES

Does the employee have any overnight involvement or regular, frequent contact with minors?

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