Background Check Authorization Process

TO SIGN OFF ON CORI FORMS

The following steps are required in order to sign the "Subject Verification" section on page 2 of the CORI Acknowledgement form:

Minors Program Coordinators:

1. Must complete training by reviewing **Massachusetts state presentation** and **BU presentation,** both located at http://www.bu.edu/safety/protecting-minors/background-checks/ (step 2 under "What's the Process for Conducting Background Checks?)
2. Email pom@bu.edu indicating that you have reviewed these presentations.
3. Once steps 1 and 2 are completed you will receive a confirmation email from POM to CSI verifying that you have been added to the order form, and that you have been provided access to CSI's SharePoint.

Program Operators:

1. Receive written permission from the MPC of the department to sign off on CORI forms for the department (forward permission to pom@bu.edu).
2. Must complete training by reviewing **Massachusetts state presentation** and **BU presentation,** both located at http://www.bu.edu/safety/protecting-minors/background-checks/ (step 2 under "What's the Process for Conducting Background Checks?)
3. Email pom@bu.edu indicating that you have reviewed these presentations.
4. Once steps 1, 2, and 3 are completed you will receive a confirmation email from POM to CSI verifying that you have been added to the order form, and that you have been provided access to CSI's SharePoint.

***PLEASE NOTE:** PROGRAM OPERATORS NEED TO TAKE ADDITIONAL STEPS IN ORDER TO RECEIVE RESULTS NOTIFICATIONS FROM CSI. PLEASE SEE BELOW.*

TO RECEIVE "ALL CLEAR" NOTIFICATION FROM CSI

The following is required in order to be listed as the "requestor" on the Background Check Submittal Form. Whoever is listed as the "requestor" will receive the "all clear" notification from CSI.

Minors Program Coordinators

No additional action is required so long as the above steps have been completed.

Program Operators

1. Complete steps 1-4 of "To Sign Off on CORI Forms" (above).
2. Receive written permission from the MPC of the department to be listed as the "requestor" and receive "all clear" notification from CSI (forward permission to pom@bu.edu).

***PLEASE NOTE:** Online POM (EduRisk) Training is NOT required in order to sign off on or receive CORI results.*