



California Amateur Hockey Association Screening FAQ and Quick Tips

Q: How long will the screening process take?

A: Most screenings are processed in 5-7 business days (weekends and holidays excluded). The processing time can be delayed by many factors:

- how many counties, states, countries a person has lived in;
- whether or not the applicant has any legal activity on their record;
- if the names on the screening application do not match the uploaded form of ID;
- if the names on the screening application do not match the USA Hockey registration;
- if the applicant has not paid the fees for the screening

Q: Can I screen without uploading a form of ID?

A: One form of ID must be provided to the vendor. Uploading it is the easiest and fastest. However, the vendor does have options for submitting ID via email and faxing. If you have not uploaded an ID, you WILL receive an email from the vendor with instructions in order to continue the process.

Q: I've been coaching for 20 years and I've always used my nickname - why do I now have to use my legal name, and why does it have to match on everything?

A: As NGB organizations (like USA Hockey) adjust to constant changes in the federal law (<https://www.congress.gov/bill/115th-congress/senate-bill/534/text>), the need to truly know and understand who is in our organization is imperative. **Any adult providing services (volunteer or paid) who must screen in order to participate, will need to use their legal name for all USA Hockey participation.**

USE THE NAME ON YOUR I.D. and you won't have any problems!

Q: I have to screen for my job; why do I have to do it again?

A: All screening entities and organizations have different criteria; even within USA Hockey, depending on the state laws. For that reason, NCSI does not share screenings across organizations. Even if you have screened with NCSI for another organization, you must still screen for CAHA.

Q: Why is there an additional charge if I have lived in the State of New York?

A: Most counties in New York (all except 3) require additional fees to process a background screening. For more information: <https://www.safehiringsolutions.com/blog/a-guide-to-understanding-criminal-record-check-court-access-fees>

Q: I'm from Canada. Why is it so expensive to re-screen every 2 years, when it's the same information? I shouldn't have to pay all this money to volunteer.

A: The safety of our youth participants is our first priority. Anyone wishing to volunteer within a CAHA affiliate, even if they are volunteering, must comply with the screening policy, regardless of cost. Some member associations choose to reimburse their international volunteers, but that is a completely voluntary decision and is not expected or required by CAHA.

Q: Why is something on my record showing up from 15 years ago? Isn't there a 7-year look back statute in California?

A: Refer to the CAHA Screening Policy for the explanation of this criteria.

Q: There is something on my record, and I got an "adverse action" letter. What do I do now?

A: In the letter, there are clear instructions regarding how to appeal an adverse finding on a screening report. However, you MUST reply to the letter as stated within 10 days, and reply specifically only to the people noted.

Note: Any active case, any undisposed case, will automatically result in suspension until the case is resolved. There are no exceptions to this. There are no waivers, and there is no appeal process, for an active or undisposed case.

TIP: If you have a past incident on your record, acknowledge it in the screening application! Just because you think it is "gone" doesn't mean it won't appear in your record. Answer the questions honestly.