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National Service Criminal History Check Training and Vendor Updates

AmeriCorps sent this bulletin at 03/06/2024 01:28 PM EST

Office of Monitoring
March 6, 2024

National Service Criminal History Checks Vendor and Training Updates

Approved Vendor Updates

Reuse of Email Addresses on Fieldprint Scheduling Site

Fieldprint updated its website at fieldprintcncs.com to include new authentication for applicants when scheduling fingerprinting appointments. This authentication requires a unique email address for each applicant. We understand that some programs assist applicants to schedule their fingerprinting and use a single organization email address to complete scheduling for applicants who do not have their own email address. Due to the new authentication requirements, you can no longer *reuse the same email address* to schedule fingerprinting *for different individuals* with Fieldprint. You may assist applicants to create an email address for this purpose. Note that the scheduling process asks applicants for their preferred method of contact. Applicants may select phone, instead of email, as their preferred method of contact to receive notifications from Fieldprint about their appointment.

This fact will not change when Truescreen and Fieldprint are combined later this year. Although you will order checks, review, and adjudicate results in the Truescreen site, applicants will continue to schedule their fingerprinting appointments with Fieldprint.

As a reminder, you may assist applicants as they complete the online portion of the Truescreen and Fieldprint process, but program staff **must not** sign Truescreen or Fieldprint consent forms on behalf of applicants. **Applicants must be present to enter their information and complete their consent forms.**

Upcoming Training

Upcoming training opportunities are always listed on the criminal history check [webpage](#). Training recordings are available in the [Litmos Learning Path](#).

- **Single NSCHC Vendor Truescreen, Grantee Information Session:** You've heard change is coming! Join AmeriCorps Office of Monitoring and Truescreen staff for the latest details and timelines regarding our transition to a single approved vendor for

National Service Criminal History Checks. We anticipate grant recipients to begin transitioning to the updated system in May or June.

- Wednesday, March 20, 2-3 p.m. ET: **Register**
- **NSCHC General Office Hours:** AmeriCorps is hosting office hours around peak recruitment times to answer your questions about National Service Criminal History Checks. We are offering two sessions in April and August. Bring your questions about requirements, completing checks, documentation, overcoming challenges, and more.
 - Spring 2024 Office Hours: **Register** for one or both sessions.
 - Wednesday, April 3, 3-4 p.m. ET
 - Monday, April 8, 12:30-1:30 p.m. ET
 - Summer 2024 Office Hours: **Register** for one or both sessions.
 - Wednesday, Aug. 7, 12:30-1:30 p.m. ET
 - Thursday, Aug. 8, 3-4 p.m. ET
- **Quarterly NSCHC Tour for New Recipient Staff:** This recurring session is intended for new program staff.
 - Wednesday, April 10, 2-3 p.m. ET: **Register**
 - Tuesday, Aug. 20, 2-3 p.m. ET: **Register**

If you have questions regarding this notice, you may contact chc@americorps.gov and copy your portfolio manager.



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