



ATJA Background Screening Procedures and Membership Disqualifying Events

General Information:

All members who need to be screened, as identified by the ATJA Board of Directors, must do so through the commercial company, doing business as SSCI. Appropriate forms and instructions can be found on the ATJA web site.

Background Screening Application Forms with Post Office Box number addresses will not be accepted. SSCI is instructed to return such application to the applicant.

To insure privacy, all reports from SSCI will be mailed directly to the member of the Ethics Committee designated as Background Screener at his or her home address. No Social Security numbers will be included in any SSCI communication with ATJA. No report information will be received from SSCI by any representative of ATJA other than the Background Screener. The only exception to this would be in the cases showing disqualifying events. In this instance, the report would be forwarded to the Chair of the Ethics Committee by the Background Screener and the report automatically treated as an ethics case. The Committee would then evaluate the report under the direction of the Chair and then decide case by case.

All members previously background screened by another organization may submit those results to ATJA if the screening was completed by SSCI. In this case, an official copy of SSCI's report must be submitted to the ATJA Background Screener. The screening date of the original report will be designated as the screening date of record by ATJA.

Screening Process

I. Disqualifying Events:

1. Crimes against children
2. Sexual abuse, rape, pedophilia and /or assault
3. Crimes of violence
4. Drug and /or alcohol related crimes
5. Drug possession, trafficking or sale
6. Any felony

II. If there are no disqualifying events reported by SSCI, the Background Screener will:

1. Record the member's name, address, date of birth, member number, and date of screening.
2. Immediately shred the written report or delete the e-mail report from the receiving computer.
3. Notify the member in writing that the screen has been successful and will be valid for four years (or time designated by the Board of Directors) from the screening date.
4. All records will be kept by the Background Screener. Successful pass screens may be published as a composite, at the ATJA President's directive, to produce a validation list of all ATJA black belts and instructors for public viewing. Individual deletion from this list will be honored upon request.

III. If there is a disqualifying event, the Background Screener will:

1. Notify the member by US Mail that a possibly disqualifying event has appeared..
2. Send a copy of this letter to the Chair of the Ethics Committee, along with a copy of the entire report from SSCI. The Chair of the Ethics Committee will present the background screening report (minus the member's name) to the Ethics Committee for a "Pass or Fail" vote.

3. The Chair will notify the member via US Mail of the Ethics Committee ruling of either “Pass or Fail”. If the Screen is a “Fail”, this letter will also state that the member may appeal the Ethics Committee’s ruling by directly petitioning the Board of Directors. This letter will also inform the member whether the Committee will pursue an Ethics case based on the information contained in the background screening report.

The Ethics Committee, in evaluating background screening, will make its decisions case by cases, with the screening procedures as its guideline. A screening clearance may be given with restrictions, directions and/or future re-screening requirements. If a member is failed for cause and the screening report generates an ethics investigation, the Board of Directors will receive a report by the Ethics Committee with its recommendations. The Board of Directors will make all decisions regarding forfeiture of membership or continued membership.