



American Society of Employers  
**Background Checks Description of Services** (This information is confidential and proprietary to HR Management Group (HRMG), a division of American Society of Employers (ASE). Receiver agrees not disclose information to any party competitive with HRMG/ASE.

SERVICE	DESCRIPTION
Civil County Record Search	The county civil record search checks for civil record litigation and corresponding judgment as a result of that litigation at the county level in both the upper and lower courts.
County Criminal / Public Record Search	Search for felony and misdemeanor (when available) convictions at the county level. County criminal records typically have the most current and detailed criminal record information but are limited to the specific county searched. This search covers 7 years where allowed. Some locations may have different time limits for reporting. Requests for felony convictions older than 7 years will result in additional charges. The average turnaround time for this service is 3 business days, although this varies from county to county.
Credit Profile*	Search of credit bureau (TransUnion) files providing personal financial information including credit activity/history, tax liens, judgments, collections, and bankruptcy information. May also reveal previous addresses, maiden names and/or aliases, and previous employers. The turnaround time for this service is typically within 24 hours. *Some locations such as the state of California have limitations on employment credit checks.
Education Verification	Confirm degree and/or attendance at colleges, universities, high schools (including GED), or trade schools. Includes date of degree and/or attendance, title of degree, and major. Standard turnaround time for this service is 3 business days.
Employment Verification	Verify employment history including dates of employment, job title. When available, it will also include some or all of the following: performance summary, reason for leaving, and eligibility for rehire. Standard turnaround time for this service is 3 business days.
Federal Criminal / Public Record Search	Search for criminal convictions at the Federal district level. States may have multiple districts. Federal Crimes are those that occur on Federal Land or Indian Reservations, or offenses that violate Federal Laws or the US Constitution. The average turnaround time for this service is 3 business days.
Federal Nationwide Criminal / Public Record Search	Search for criminal convictions at the Federal district level. States may have multiple districts; this search covers all 94 Federal Districts in 1 search. Federal Crimes are those that occur on Federal Land or Indian Reservations, or offenses that violate Federal Laws or the US Constitution. The average turnaround time for this service is 3 business days.
Fraud & Abuse Search (FACIS)	FACIS searches reveal healthcare sanction history, including federal and state exclusions, termination of license, probation, and debarments. There are 3 levels of searches available:
	<b>Level 1</b> – Includes searches of the following databases: HHS/OIG (Health & Human Services/Office of Inspector General); LEIE (List of Excluded Individuals/Entities); GSA (General Services Administration); EPLS (Excluded Parties List System); FDA; DEA; Tri-Care; PHS List.
	<b>Level 2</b> – Includes all of level 1 plus single state medical licensing board search.
	<b>Level 3</b> – Includes all of level 1 plus all state medical licensing board search and state Medicaid exclusions list.
International Checking Services	International services such as driving checks, credit checks, license verification, etc. Availability and turnaround time varies by country.
International Education Verification	Confirm degree and/or attendance at colleges located outside of the United States. Availability and turnaround time varies by country.
International Criminal Record Search	Search for serious criminal convictions in countries outside of the United States. Availability and turnaround times vary by country.
International Employment Verification	Verify employment history including dates of employment, job title, and eligibility for rehire at companies located outside of the United States. Availability and turnaround time varies by country.
International Motor Vehicles Records (MVR) check.	Driving history records where available. The number of years reported varies by country.
Motor Vehicle Records (MVR) check.	Driving history records; available for all states. The number of years reported varies by state.
Multijurisdictional (National Criminal) Database Search with Alias	Search of various databases including state Department of Correction inmate listings, National Sex Offender Registry, and other criminal record databases, as well as government debarred, excluded parties, and sanctions lists. This search includes a social security number trace and will check all names from the ssn trace against the database.

Professional License Verification	Verify professional license or certification held by the applicant. Standard turnaround time for this service is 3 business days.
Reference Checks	Interview professional and/or character references provided by the candidate. Standard turnaround time for this service is 3 business days but may vary depending on the response time from the reference contact.
Sex Offender Registry Search	Search of national sex offender registry database.
Social Security Number Trace	Search of credit bureau files to authenticate social security number and name(s) associated with the number provided. May also reveal previous addresses, maiden names and/or aliases. If the SSN has not been issued by the Social Security Administration or has been filed in conjunction with a death claim, this will be flagged.
State Criminal / Public Record Search	Search for felony and misdemeanor (when available) convictions at the state level. When state criminal records are not offered by a particular state, county searches are recommended. It is advisable to run county searches in addition to state searches, as county records generally have the most current and detailed information. This search covers 7 years where allowed. Some locations may have different time limits for reporting. Requests for felony convictions older than 7 years will result in additional charges. The average turnaround time for this service is 3 business days, although this varies from state to state.
Watch List Search	Search of Office of Foreign Assets Control (OFAC), of the U.S. Department of the Treasury, list of specially designated nationals and blocked persons (SDN list), which includes persons identified as being involved in (or suspected to be involved in) terrorist activities, international narcotics trafficking, or activities related to the proliferation of weapons of mass destruction.

24 Hour Nurse Triage	Video call with a nurse to triage non-emergency injuries and provide direction based on the results.
Breath Alcohol Testing	Is available through our partnership with Quest.Clear results are typically available within 3 business days.
Drug Testing	In a partnership with Quest Diagnostics, LabCorp, our drug testing program includes 5, 9, or 10-panel urinalysis testing for DOT and Non-DOT, 5 panel hair testing, collections, and Medical Review Officer (MRO) review. Other methods of drug testing, may also available at some locations. Clear results are typically available within 3 business days.
Drug Testing - Random Testing	Random drug testing management is available through our partnership with Quest. You provide an employee roster file each selection period and Quest runs candidate pool selections based upon established preferences. 2. An unlimited number of candidate pools are permitted for both DOT and Non-Dot testing. The designated employer contact is notified about employees to be tested via the Quest system.
Health Fair Services	Through our parternship with Henry Ford Health a variety of services are available to fit your needs.
Mobile Unit Services	Through our parternship with Henry Ford Health a variety of services are available to fit your needs.
Physicals - DOT and Non-DOT	Available through our parternship with Quest.
Tuberculosis (TB) Testing	Available through our partnerships with LabCorp and Quest. QuantiFERON (QFT) is an interferon-γ release assay (IGRA) that aids in the evaluation of tuberculosis (TB) infections (latent or active) <sup>1</sup> and is recommended by the CDC as an alternative to the tuberculin skin test (TST) in certain situations. This modern alternative offers improved performance and quicker results.
Workplace Injury Clinical Services	Available through our partnership with Henry Ford Health.Henry Ford Health's easy access intake center can schedule appointments/pre-register your employees and match them to one of their clinics located near the workplace or home. They will submit claims directly to the worker's compensation insurance.