

Department of Health
Office of Health Care Assurance

Criminal History Record and Protective Services Central Registry Check Standards

CHECKLIST FOR EXEMPTION REQUEST

This checklist must be used to check off the inclusion of the appropriate documents and must accompany the documents submitted to the department's designee for background checks. The exemption applicant should keep copies of all submitted documents for his/her records.

1. **Form DOH 106E, "Request for Exemption from Criminal Conviction Record and Abuse Registry Check Standards"**
Must be completed and signed by individual requesting the exemption (applicant). A separate DOH 106E must be submitted for EACH exemption being requested.
2. **Money order payable to Fieldprint for \$25.00**
Must submit a money order or bank check payable to Fieldprint for \$25.00 in order for the exemption request to be processed. Do not send personal checks or cash as they will not be accepted.
3. **State Name Check Report from eCrim, if applicable**
This is the State name check from Hawaii Criminal Justice Data Center (HCJDC), and it must include the conviction for which the exemption is being sought.
4. **Statement of Authenticity**
This is a statement completed and signed by the applicant that confirms the Hawaii Criminal Justice Data Center report (from eCrim) is a true and accurate copy.
5. **Letter from the Prospective State Licensed or Certified Provider**
This letter will confirm the individual's status as a prospective direct patient access employee. The letter must identify the individual and the direct contact position for which the applicant is being considered.
6. **Position Description**
The position description must come from the prospective employer. It will help the review panel to determine the relationship of the conviction to the direct patient access position offered to the applicant.
7. **Evidence of Rehabilitation**
Examples include letters from employers, letters confirming the termination of probation or parole, letters from a professional counselor or clergy with whom the applicant has a professional working relationship, letters indicating completion of self-help program, such as anger management, drug treatment, etc. Letters from relatives and friends are not evidence of rehabilitation.