



Background Screening firms can be accredited through the National Association of Professional Background Screeners (NAPBS). The process is overseen by the Background Screening Credentialing Council (BSCC), which certifies that background screening firms follow the Background Screening Agency Accreditation Program (BSAAP) Standard. This process ensures companies comply with relevant laws, ethical business practice and demonstrates a commitment to excellence.

Before a Company Can Submit an Application

In order to qualify for accreditation, a background screening firm must be regularly and primarily engaged in the business of providing employment screening services to qualified firms, generally referred to as end-users.

The firm must have been providing services under the BSAAP Standard for at least a year before filing the application for accreditation. This allows the firm time to establish documentation of their compliance in all procedures, which will be reviewed as part of the accreditation process. It's not sufficient to merely reflect the standards in official policies. It must also be demonstrable in daily business operations.

The firm must have responded to any and all NAPBS and BSCC complaints or grievances before beginning the application process.

A Letter of Intent to Apply for Accreditation Form should be submitted at least six months before the official application is submitted.

Would-be applicants should have all materials in order before applying for accreditation. If an auditor finds serious shortcomings, the application may be denied. A denied firm must wait a full year before reapplying, at which point fees will again need to be paid and all paperwork will need to be updated and submitted.

Application and Initial Auditing

At the appropriate time, the firm should submit the application and required fees. Once the firm's eligibility is confirmed by the BSCC, they are given six months to complete a self-evaluation.

An independent auditor will then review both the application and the self-evaluation, potentially requesting further clarification or materials from the firm. The review may include (and shall not be limited to):

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| • <i>Required policies and procedures</i> | • <i>Sample conformity documents</i> |
| • <i>Copies of cover pages of required documentation</i> | • <i>Client and vendor agreements</i> |
| • <i>Job descriptions and resumes</i> | • <i>Training materials</i> |
| • <i>Required evidence of use of BSAAP Standard</i> | • <i>Client education materials</i> |
| • <i>Security plans</i> | • <i>Proof of insurance</i> |

The independent auditor will also perform an onsite review of the firm, confirming the firm has put the BSAAP Standard into everyday practice.

The independent auditor will then submit an Audit Findings Report to the firm within two weeks of the onsite audit. The firm has ten business days to respond with any final necessary documentation and clarifications.

Gaining Accreditation

The independent auditor submits a full report to the Council, which will make a final decision on the application. The firm will be notified within ten business days of the decision. Once approval is received the accreditation is valid for five years. An Interim Surveillance Audit by the independent auditor is required before the end of the third year.

These strict enforcements of guidelines provides heightened protections to organizations and predictability of the type of services that will be offered as well as enhances the credibility of the background screening profession. Using an accredited background screening firm is an all-around winning situation for any organization.

Source: The information in this article is our summary of the NAPBS accreditation process and was not written by NAPBS. For detailed and specific information on the accreditation process visit NAPBS.com.