

## Ineligibility Files

In keeping with the Technology Learning Center's document retention policy, TLC keeps files for all its applicants including those who have been deemed ineligible. These files are considered confidential and kept for (3) years. They are reviewed at least twice during that period for eligibility before being destroyed.

Being deemed ineligible can mean many things and does not infer, and shouldn't be construed as, a negative assessment of an applicant's character. Sometimes a background check can be inconclusive or produce insufficient or conflicting results. It is always the case that a pool of candidates for a position includes a wide range of applicants with varying degrees of talent and experience. Some applicants are simply better suited for a particular position than others.

If an applicant is deemed ineligible, a review process is in place to consider any new information that would change the eligibility status of an applicant. This process constitutes an automatic appeal for those candidates that are deemed ineligible. Applicants can request an expedited review. If an expedited review is granted, the results of the review are final and the appeal process is considered complete.

It is the policy of the board to keep its findings confidential and does not provide specific reasons why an application was rejected or was otherwise deemed ineligible other than a broad list of reasons why an applicant might not be eligible.

We respect the privacy of our applicants. There are exceptions to this policy that require TLC to release certain personal information in order to comply with any valid legal process such as a search warrant, subpoena, statute or court order. These exceptions are extremely rare.

We are compelled to report to law enforcement agencies any finding from our background investigation that might indicate that an applicant has an outstanding criminal warrant or is being sought for questioning in a criminal investigation.