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Compliant

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Non-Compliant

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Not Applicable

Legend

EL PASO COUNTY JUVENILE PROBATION DEPARTMENT

JJAEP PERSONNEL RECORDS REQUEST

Chapter 348 Juvenile Justice Alternative Education Programs

HR Reviewer's Name: _____ Print Name and Title _____ Signature _____ Date: _____ THE ABOVE SIGNATURE CERTIFIES THAT THE LISTED JJAEP EMPLOYEES HAVE ALL THE ABOVE INFORMATION ON FILE AS REQUIRED BY THE TEXAS JUVENILE PROBATION COMMISSION.																					
				Education and Certification						Personal Records						Policies and Procedures					
				Bachelor's Degree	Proof of licensing or certification verification	College or University Accreditation	College, High School Diploma, Certificate or Home School Transcript	Teacher Certification	Special Ed Certification	Job Description	Criminal History Records Check – NCIC/TCIC	LOCAL SEX OFFENDER CHECK	FAST-FINGER PRINTS	FIRST AID	CPR	CPI, IF APPLICABLE	Applicable Certification Verification	Applicable Personnel Actions	Documentation of Employee Qualifications	Certified Letter from the Employing School District's HR, if applicable	New Orientation & JJAEP Policies and Procedures
	EMPLOYEE NAME	POSITION	JJAEP START DATE																		
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