

# Background Checks 2011-12

In order to be assigned USA Hockey games in LAHOA's area, the Official must be on the CAHA's Compliance List, as completing a Background Check. This includes SCAHA Youth Games.

Other USA Hockey games like; In-House Youth non-check games, In-House Youth Check games, Adult League Games, High School Games, ACAH, etc., that are registered with USA Hockey are also required to have the Officials on CAHA's Compliance List.

LAHOA encourages you to get this done as soon as possible. With the season starting the first weekend of September (Labor Day Weekend Tournament), that doesn't leave much time to get this done. The Background check only takes 2-3 days to get done, however it might take as long as a week to get your name on the Compliance list.

There are **NEW** Instructions for doing the Background Check. Please visit the Los Angeles Hockey Officials Association website [www.lahoa.com](http://www.lahoa.com), look under "Guidelines" then "Background Screening Info". There you will find the new Instructions. The new code and what you need to fill out the application is on there. If you fail to fill out the form properly, it may take extra time to get you on the List.

If for some reason, you feel you will not pass this Background Check, or you get an email from the Company (Acxiom) that you did not pass the Background Check, Please contact **Norm Kitano**, LAHOA's Privacy Officer ASAP. He will be in charge of setting up the appeal and helping you through the process. Norm Kitano's e-mail address is [refscheduler@verizon.com](mailto:refscheduler@verizon.com)

To view the Compliance list, visit the CAHA Web Site at [www.usahockey.com/cahahockey](http://www.usahockey.com/cahahockey). On the left there is the "Screening Program", Click and open. Now the Compliance Lists is divided into 12 sections of the alphabet. Click and open the list. The list is compiled as Last name, First Name, Exp. Date.

LAHOA will be reaching out to all schedulers in our area to make sure our Officials are in Compliance with the CAHA/USA Hockey Requirements. Please get this done ASAP.

Thank You

LAHOA Board of Directors

## 2011-12 Instructions

### How Do I Log In?

- Each individual must set up an online account through CAHA's Acxiom website. To begin: Log on to the internet web address: **www.mybackgroundreport.com**
- The first time you visit the main web page, you will enter the Partner Code for CAHA: **CAHA2059**
- In the login and password fields. Click on "I am a New User."

### Setting up an Account

- The following required business information must be inserted:

Business Name: **LAHOA**

Company ID: **Referee**

Contact Name: **CAHA Screening Administrator**

Phone: **7148382827**

Address 1: **20 Entrada West**

Fax: [leave blank]

Address 2: [leave blank]

email: **cahascreen@sbcglobal.net**

City: **Irvine**

Re-enter Email: **cahascreen@sbcglobal.net**

State: **CA**

Zip: **92620**

- Select **Email** as the method you would like to receive your final reports. (**Please note that the final reports are emailed to the CAHA screening representative, not back to the applicant**).
- Next, choose a personal login and password. This will allow you access to the website after your initial registration to submit additional background check requests.
- Review and accept the Certification
- Review and accept the Liability Agreement and Adverse Action Instructions
- Under federal law (Fair Credit Reporting Act), it is required that employers/volunteer organizations provide notification to their volunteers/employees before a background check (or consumer report) is requested. In addition, the law requires that written authorization and consent be obtained from each individual prior to the requesting of any consumer report. Your checking of the accept box(es) constitutes your authorization and consent.

### Ordering a Background Check

- After completing the registration process, a screen showing "backgrounds requested" will appear. On the right side margin, you will need to select "**Order a Background Report**".
- The next screen will ask for information on the individual you are requesting the background check be processed.
- When all information is entered, click "submit and pay" at the bottom right-hand side of screen.
- A confirmation report screen will appear, showing the individual's name and summary of charges. Click on "submit" at the bottom right-hand side of screen.
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### Payment for Background Checks

- Payment via major credit card is required at the time of the background request. After the background check is ordered, a billing and payment information screen will appear. You must complete the required information fields to proceed.
- Click on submit at the bottom right-hand side of the screen.
- You will receive immediate payment approval and confirmation.

### Contact Information

- If you experience technical difficulties when registering online or otherwise need help, additional background check information is available from Acxiom by contacting: Laura Cooper, Phone 1-800-384-7105, Fax 216-617-2015, Email to: [Laura.Cooper@acxiom.com](mailto:Laura.Cooper@acxiom.com)

### Background Check Results

- Average turnaround time for processing and completing background checks is 2-3 business days (based on a Clear Background). CAHA, and the Pacific District, will post a list of those individuals who have been screened.