

NDI Check Log

Record that the National Decertification Index was checked, what it showed, and who reviewed it.

1. THE APPLICANT

NAME AS SEARCHED

DATE OF BIRTH SEARCHED

OTHER NAMES OR SPELLINGS SEARCHED

POSITION / AGENCY

2. THE SEARCH

DATE SEARCHED

SEARCHED BY (NAME AND TITLE)

RESULT

☐ No record found ☐ Possible match, needs review ☐ Record found

☐ NDI PDF search receipt (Save PDF Receipt) saved to the file

3. IF THERE WAS A POSSIBLE MATCH OR A RECORD

The NDI points to who holds the detail; it is not a case file. Confirm with the reporting authority before relying on it.

REPORTING AUTHORITY (STATE POST OR CERTIFYING AGENCY)

EMPLOYER NAMED IN THE RECORD

PERSON CONTACTED, PHONE OR EMAIL

DATE CONTACTED

WHAT THE AUTHORITY CONFIRMED, AND ANY RECORDS RECEIVED

4. FLAG FOR THE REVIEWERS

☐ Nothing to flag ☐ Issue flagged for the people deciding on this hire

SUMMARY OF THE ISSUE

5. SIGN-OFF

INVESTIGATOR (SIGNATURE)

DATE

REVIEWER OR SUPERVISOR (SIGNATURE)

DATE

The NDI is run by IADLEST (iadlest.org). Agencies request access and search through IADLEST; this log is not an IADLEST document. Records should be verified with the contributing authority.

Guardian Alliance Technologies builds this step into the investigation file: a direct link to the NDI at the right step, a record that it was checked, and a flag that stays visible to the people deciding. guardianalliancetechnologies.com/national-decertification-index/