

TORAY SOUTH CAROLINA Training Requirements

The following courses are required for work completed at the Toray South Carolina facility:


Course Code	Course Description
20BG21	Background Check
DRGSC	Drug Screen
GSO01	General Safety Orientation
TSC05	Toray SC Site Orientation

Exemption can be given for the **GSO01** with the **submission** of an **OSHA 30 Card** issued within the **last 3 years**.

Contractor Qualifications (CQ Profile) must be complete and approved before you can register for any Toray South Carolina training. If you do not have a CQ Profile, please contact the CQ Department at (256) 260-0363.

STEP I - STREAMSHARE ACCOUNT SET UP

If you are not sure if you have an account, please contact Registration at (256) 350-9944 Option 1 to verify.

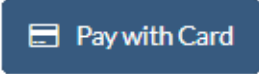
1. Once your CQ Profile is approved, you will have permission to register for Toray SC's courses via StreamShare.
2. If you do not have a StreamShare account set up, go to our website and fill out the New Customer – Application to Use Customer Interface form: <https://www.tvtc.org/newcustomer.php> You will receive an email confirmation when your account has been set up successfully.
3. Log in to your StreamShare account here: <https://angel.tvtc.org/app/streamshare>
4. Select the blue “Register” link to access the Student Information page. 
5. You can Add or Remove Students on the Student Information page. Once a Student is added, check the box to the left of their name and select “Next”.
6. On the Course information page, enter the Completion Date

We recommend scheduling the completion date out two weeks past the day the employee plans on taking the course. This will allow extra time in case the employee can't take the training by the scheduled day.

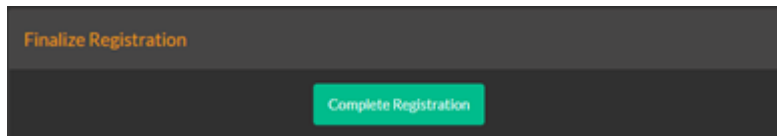
Select the courses you wish to register your employee(s) for by checking the white box to the left of each course code. Select “Next” again to proceed.

7. If Student Information was entered correctly, you will not receive any errors on this page. You will be flagged to make changes if there are any issues with the previously entered information.

Enter your payment information by selecting:

A dark blue rectangular button with a white credit card icon on the left and the text "Pay with Card" in white.

After you have entered your card information, you must click the Complete Registration button for the registration to be successful.



STEP II – REGISTER EMPLOYEES FOR BACKGROUND

1. Each employee must complete a background check and drug screen before they have access to Toray South Carolina’s site specific training. Register each employee for the **20BG21 and DRGSC** courses. ***You will receive a receipt showing the employee name, course name, and charge amount if registration is complete.***
2. Each applicant must complete and sign the Background Authorization Form (included in this packet) and submit to our Backgrounds Department.
3. Each applicant must also submit test results (must list specifically what was tested for) of at least a standard nine panel drug screen performed at any facility.

A valid state issued Driver’s License or ID is required for all applicants. International DL’s, Resident Cards, Work Badges, ETC. are NOT ACCEPTED.

4. Once you have completed the Background Authorization form, please upload along with drug screen results to the Background Portal: <https://angel.tvtc.org/FileUpload>

You can also submit your forms via email or fax:

Email: backgrounds@tvtc.org

Fax: (256) 260-0351

5. You will be notified when each applicant’s background and drug screen are complete or if they need additional information to process.

Backgrounds typically take 72 business hours to complete; however, the length of time can vary depending on the number of searches required and the states involved in the search.

STEP III – SITE SPECIFIC TRAINING

1. Once your employee has completed/passed their background check and drug screen, they will have access to the following two courses: **GSO01** and **TSC05**.
2. Log in to StreamShare and register your employees for both courses. ***You will receive a receipt showing the employee name, course name, and charge amount if registration is complete.***
3. If your employee has an OSHA 30 card that was issued within the last 3 years, an exemption can be given. **Do not register for the GSO01 course if you plan on requesting an exemption.**
4. Employees will receive an email including the StreamShare Tester instructions if their email is entered correctly in the system. They will sign in to StreamShare using their student ID and DOB.

Be sure that employees do not have access to cell phones or electronics of any kind during testing.

STEP IV – SEND INFORMATION TO TORAY SC

1. When testing is complete, log in to StreamShare to print training report. Highlight the employee name in the training report.
2. Make a copy of the employee's driver's license or ID (color copies are preferred).
3. Provide a photo that will work as their badge photo.
4. Email this information to leanna.loftis@toraycma.com. Your email must include the date that your employee will arrive onsite. You must give Toray CMA at least 2 days' notice prior to sending your employee to their site.

If this information is not submitted correctly, your employee will be turned away at the gate.

CONTACT INFORMATION

- For questions regarding **StreamShare Registration**, call (256) 350-9944 Option 1
- For questions regarding **Backgrounds**, call Sarah or Whittley at (256) 350-9944 Ext. 524 or 523.

Applicant Criminal Background Disclosure and Authorization

NOTICE TO _____ (“EMPLOYEE”):

In connection with your employment or application for employment (or contract for services) and any future employment (or contract for services) with _____ (the “Contractor”) at TORAY- SOUTH CAROLINA you may have criminal background information requested about you from a background reporting agency (a “Criminal Background Report”). Employee understands that nothing herein shall be construed as an offer of employment by Contractor. If Employee is employed by or affiliated with a sub-contractor of Contractor, then the contract for such Services may be between Contractor and such sub-contractor, rather than directly with Employee, and this Statement shall be interpreted accordingly.

The Project is located at a facility owned, operated or controlled by TORAY- SOUTH CAROLINA (“Client”), a client of Tennessee Valley Training Center, Inc. (“TVTC”). TVTC obtains and maintains records of completed criminal background reports and provides certification to Client that persons entering onto its facilities or otherwise performing services for its benefit have received criminal background reports which satisfy the Client’s standards and requirements. Further, TVTC maintains similar records for owners and operators of other facilities in a similar manner (“Additional Clients” of TVTC).

The **Authorization for Criminal Background Investigation, below**, authorizes the procurement of a consumer report by a credit reporting agency or other sources as part of the pre-screening background investigation and otherwise in connection with Services to be rendered at or in connection with the Project, or at any other facility owned, operated or controlled by Client or by any Additional Client. Background Reports may be obtained at any time by Contractor, TVTC or Client after receipt of the signed Authorization, below, and at any time throughout the term of your employment or contract for such Services, if permissible under applicable TVTC policy and/or law. The types of information that may be obtained include but are not limited to: social security number verifications; address history; criminal records checks; public court records checks; driving records checks; educational history verifications; employment history verifications; and professional licensing/certification checks. This information may be obtained from private and/or public records sources, including, as appropriate, governmental agencies and courthouses; educational institutions; former employers; or other information sources. TVTC will not obtain investigative background reports or investigative consumer reports (CFR 1681d(a) and (b)) pursuant to this Authorization.

TVTC is furnishing to you with this **Disclosure** a federal publication entitled **“A Summary of Your Rights Under the Fair Credit Reporting Act”**. This information is also available online at: http://www.s2verify.com/FCRA-Summary_of_Rights.pdf. **TVTC does not employ you nor does it contract for services with you in connection with the Project.** You are hereby advised that if a Criminal Background Check obtained for you does NOT satisfy the Client’s standards and requirements, the Contractor (and any subcontractor or other employer of you) will be so notified and will be provided with a copy of the Background Check. It is the Contractor’s (or your subcontractor-employer’s) responsibility to notify you of the results of the Criminal Background Check before taking any adverse action with respect to your employment, to provide you with a copy of the Background Report as prepared by S2Verify, LLC, 912 Holcomb Bridge Road, Roswell, GA 30076 (or other appropriate consumer reporting agency which prepared the

Background Report) and to provide you with a second copy of the federal publication "A Summary of Your Rights Under the Fair Credit Reporting Act". Until notified by Contractor of the action to be taken, TVTC will report to its Client (and appropriate others) that a report satisfying the Client's standards and requirements has not yet been received for you.

If you identify information in your Background Report that is incomplete or inaccurate, **it is your responsibility** to report this directly to S2Verify (or other appropriate consumer reporting agency which prepared the Background Report) for investigation and correction. **It is your responsibility** to follow-up on any issues regarding a negative report with the Contractor and S2Verify.

Additional State Law Notices

If you are a California, Oklahoma, Minnesota, Maine, Massachusetts, New York, or Washington State applicant, employee, or contractor, please also note:

California, Oklahoma and Minnesota: You have the right to receive a copy of your background/investigative report by checking the box on the Authorization of Background Investigation below.

California Law: Pursuant to Section 1786.22 of the California Civil Code, you may view the file maintained on you by S2Verify during normal business hours. You may also obtain a copy of this file, upon submitting proper identification by appearing at S2Verify's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. S2Verify has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that the person furnishes proper identification.

Maine: You have the right, upon request, to be informed of whether an investigative background report was requested, and if one was requested, the name and address of the background reporting agency furnishing the report. You may request and receive from the TVTC, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the background reporting agency issuing an investigative background report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

Massachusetts: If we request an investigative background report, you have the right, upon written request, to a copy of the report.

New York Applicants Only: I acknowledge receipt of a copy of Article 23-A of New York Correction Law.

By signing the Authorization below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my being hired, my employment, or my eligibility for promotion. **Washington State:** If the TVTC requests an investigative background report, you have the right, upon written request made within a reasonable period after your receipt of this disclosure, to receive from the TVTC a complete and accurate disclosure of the nature and scope of the investigation requested by the TVTC. You also have the right to request from the background reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act. I further understand that TVTC will not obtain information about my "credit worthiness, credit standing, or credit capacity" unless the information is required by law, or is substantially job related, and the reasons for using the information are disclosed to me in writing.

Authorization for Criminal Background Investigation

Employee certifies that he/she has carefully read and understands the **Applicant Disclosure and Authorization Statement (above)** and also the **Summary of Rights under the Fair Credit Reporting Act** (http://www.s2verify.com/FCRA-Summary_of_Rights.pdf) as well as all applicable state law provisions. By signing below, Employee consents to TVTC obtaining Criminal Background Reports on Employee from a consumer reporting agency (such as S2Verify, Inc.). Further, Employee consents to TVTC releasing copies of such Criminal Background Reports (including any summaries of the information included on a Background Report, and any certification as to whether the results of a Background Report satisfy the requirements and specifications of Client or any Additional Client) to Contractor, Client, the owner of the Project, any Additional Client, and to any other client or affiliate of TVTC who may request such report (or certification with respect thereto) in connection with services to be performed by Employee at facilities owned, operated or controlled by such recipient. Further, TVTC may release such results to affiliates and partners of TVTC, including but not limited to industrial safety councils and owners and/or operators of other industrial facilities for which Employee may be asked to work.

Employee understands that the Criminal Background Reports will be used by the recipients for the purposes of determining Employee's eligibility for employment and/or retention to provide Services at the Project (or other facility), and/or for other lawful employment purposes.

These Criminal Background Reports may be obtained by TVTC (and thereafter disclosed as set forth above) at any time after receipt of this signed authorization and, if Employee is hired or contracted (directly or indirectly) to provide Services at the Project (or at any other facility of Client or of an Additional Client), at any time throughout your employment or contract for such Services, if permissible under applicable TVTC policy and/or law.

Employee acknowledges and understands that the information contained in his/her employment application or otherwise disclosed by Employee before or during his/her employment, if any, may be used for the purpose of obtaining Criminal Background Reports. Employee hereby authorizes law enforcement agencies, educational institutions (including public and private schools/universities), information service bureaus, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, his/her past or present employers, the military, and other information sources to furnish any, and all, information on Employee that is requested by the background reporting agency.

By signing below, Employee does release and hold harmless all parties involved from any and all liability for damages arising from requesting, procuring or furnishing the requested information (except with respect to a violation of the Fair Credit Reporting Act). Employee authorizes the parties designated herein and their agents/credit reporting agencies and all associated entities to receive any criminal history information or credit report information regarding said Employee as contained in the files of any federal, state or local criminal justice agency.

By signing below, Employee certifies the information provided on and in connection with this **Authorization for Criminal Background Investigation** is true, accurate, and complete.

By signing below, Employee agrees that his/her execution of this **Authorization of Criminal Background Investigation** form and transmittal thereof by facsimile or electronic image transmission will constitute effective execution and delivery and may be relied on as his/her original signatures for all purposes.

Employee's email address is: _____.

By signing above, Employee does authorize TVTC to provide any notice or other correspondence to Employee by electronic mail at this email address. Copies of any Background Reports or other notices to Employee in connection therewith may be sent by TVTC (or S2Verify) to Employee at this email address, unless Employee notifies TVTC of an alternative email address or alternative method of delivery to be used.

First Name: _____ Middle: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Driver's License/State Issued ID Number: _____ State of Issue: _____

DL/ID Expiration Date: _____

Applicant Phone Number: _____

Applicant Signature: _____ Date: _____

Applicant's Company Name: _____

SUBMIT BACKGROUND AUTHORIZATION AND DISCLOSURE FORM VIA FAX, EMAIL, OR PORTAL UPLOAD

FAX: 256-260-0351

BACKGROUND PORTAL: <https://angel.tvtc.org/fileupload/>

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list,</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA</p>
<p>in addition to the CFPB:</p>	<p>Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>

4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

