

TENNESSEE EXTENSION EMPLOYEE CLASSIFICATION DECISION TREE

Level 1 Employee

- Employee to complete the following only **once** during his or her employment.
 - (1) Check [National Sex Offender Registry](#) and [TN Abuse Registry](#). **Only applies to employees 18 years of age or older.*
 - (2) Read and sign [TN Law on Mandatory Reporting of Child Abuse](#).
 - (3) Complete Child Protection Training [online](#).

Level 2 Employee

- This employee has direct contact with minors with no overnight involvement and no frequent contact for longer than two weeks with minors.
- Employee:
 - (1) Check [National Sex Offender Registry](#) (annually). **Only applies to employees 18 years of age or older.*
 - (2) Read and sign [TN Law on Mandatory Reporting of Child Abuse](#) (one time).
 - (3) Complete Child Protection Training [online](#) (every two years).



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Does the employee work in direct contact with minors?

*direct contact is the instruction, care, supervision, guidance, control, and/or routine interaction with a minor.

*a minor is any person who is under eighteen (18) years of age, or who is reasonably presumed to be under eighteen (18) years of age.

NO

YES

NO

YES

Does the employee have any overnight involvement or regular, frequent contact for longer than two weeks with minors?

Level 3 Employee

- This employee has direct contact with minors with possible overnight involvement and does have frequent contact for longer than two weeks with minors.
- Employee:
 - (1) Check [National Sex Offender Registry](#) (annually). **Only applies to employees 18 years of age or older.*
 - (2) Initiate background check in SUPER for employee (every four years). **Only applies to employees 18 years of age or older.*
 - (3) Read and sign [TN Law on Mandatory Reporting of Child Abuse](#) (one time).
 - (4) Complete Child Protection Training [online](#) (every two years).

Documents can be found at <https://extension.tennessee.edu/eesd/Pages/Minors-On-Campus.aspx>

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