



HI-PIC HR Hiring Requirements

What to Expect as a HI-PIC Intern

After an internship offer is made, the following steps are taken before the internship begins:

1. All interns are employees of the Western Interstate Commission for Higher Education (WICHE) and must abide by current onboarding requirements; specifically, employment eligibility verification which documents one's ability to work in the U.S.
2. **All interns are required to purchase liability insurance through the APA trust; interns will be reimbursed.**
3. In addition to WICHE requirements, each Hawaii state agency has credentialing requirements for matched interns. You will be contacted by the Human Resources department of each state agency to complete necessary steps for credentialing within the setting:
 - a. **Department of Corrections and Rehabilitation (for interns matched at Oahu/Maui Community Correctional Facility):**
 - i. Matched interns must provide consent for a Criminal Background Check that includes a search of the Hawaii Criminal Justice Data Center and the National Crime Information Center.
 - ii. The DCR Human Resources Department determines on a case-by-case basis if a particular record should prevent someone from completing his, her, or their internship within this setting. However, general exclusionary criteria include:
 1. Convicted felons must be in the community for 5 years during which time they must be completely arrest free. They also need to be off all supervision for 2 years.
 2. Convicted misdemeanants must be in the community for 2 years during which time they must be completely arrest free and off all supervision for 2 years.
 3. Persons with pending criminal charges will not be considered.
 4. Persons on probation or parole are not eligible.
 5. Persons convicted of a sex crime will require special review and approval
 - iii. Persons found not guilty by reason of insanity or mental defect will require special review and approval.
 - iv. Persons with substance abuse histories/problems should be with the referring organization for 1 year as well as clean and sober for at least one continuous year, two years are suggested.
 - v. Anyone who fails to fully disclose their criminal history, falsifies, or withholds information on the Consent for Criminal Background Check will be rejected.
 - vi. Exceptions to these require approvals from the affected wardens, division administrators, and Deputy Director of Corrections.

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- b. Department of Health (for interns matched at AMHD, FCLB, and East Hawaii Family Guidance Center):**
- i. Matched interns must be fingerprinted and given consent for the completion of a Criminal Background check, a National Sex Offender Registry check, and a Child Abuse and Neglect Central Registry check.
 - ii. The Department of Health Human Resources Department determines on a case-by-case basis if a particular record should prevent someone from completing his or her internship within this setting. However, general exclusionary criteria include:
 1. Previous conviction of a felony
 2. Registered sex offender
- c. Department of Education (for interns matched at Windward, Kauai, East and West Hawai'i School Districts) Screening includes:**
- i. Fingerprinting via the Hawai'i Criminal Justice Data Center (HCJDC) and the Federal Bureau of Investigation (FBI) for the purposes of accessing and reviewing state and national criminal history records pertaining to the matched interns.
 - ii. Background check. Exclusionary criteria include a history, or background involving:
 1. Violence
 2. Alcohol or Drug Abuse
 3. Sex Offense
 4. Offense involving children
 5. Other circumstances which indicate the individual being screened may pose a risk to the health, safety, and/or well-being of children.
 - iii. You will need two forms of ID for the background clearance
 1. Driver's license
 2. Social Security Card

Intern Benefits provided by the Western Interstate Commission for Higher Education

Medical Insurance:

- Medical plan (please refer to benefit summary or contact HR for more information).
- Coverage begins for new interns and their dependents (if elected) on the first day of the month following the date of hire.
- WICHE abides by the Hawai'i Prepaid Health Care Act when determining premium contributions made by WICHE and intern.

Paid Leave:

- 15 PTO days and paid [Hawaii state holidays](#)

Additional Intern Benefits:

- Worker's compensation is provided as required by state law
- Reimbursement is provided for the purchase of [student liability insurance through the APA Trust](#).
- Travel costs are covered for intern participation in orientation, minor rotations, and graduation

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