

**State of Arkansas
Arkansas Racing Commission**

**Process for
Receipt and Approval of Key Employee Application**

1. Submission of Application for Key Employee License

- A. Completed Key Employee Application, along with all required attachments, will be submitted to the Arkansas Racing Commission Office located at gaming facility prior to issuance of a Key Employee License.
 - 1. Upon receipt of an application for a Key Employee License, personnel of the Arkansas Racing Commission Office will perform the following steps in the application process:
 - a. Complete the Key Employee Application checklist. Any unanswered questions will be brought to the attention of the applicant and the applicant will have to complete all questions before application will be accepted by the Arkansas Racing Commission.
 - b. Fingerprint the applicant
 - c. Obtain written permission from applicant to conduct a criminal and financial background check by having the applicant read and sign a Permission Statement. The applicant's signature on this statement will reinforce that the applicant has been made aware that these checks will be conducted and that he/she grants permission for the EGS Section to conduct both a criminal and financial background check.
 - d. Inform the applicant that if after undergoing a thorough background check his/her application contains anything that would disqualify the applicant from working at the gaming facility, that his/her Key Employee License will be revoked immediately and their employment will be terminated.
 - e. Prepare the Key Employee License
 - 1. Take the applicant's picture
 - 2. Prepare the appropriate badge
 - f. Issue the Key Employee License
- B. Personnel from the Arkansas Racing Commission Office will route the Key Employee Application as follows:
 - 1. One complete copy of the Key Employee Application will be maintained by the Arkansas Racing Commission and,
 - 2. A complete copy of the application with required attachments and the completed application checklist will be sent to the Electronic Games of Skill Section (EGSS) within 24 hours of the initial Receipt date.

- C. The License Fee and the Application Fee for the Key Employee License will be submitted in the form of a check, cashiers check or money order and will accompany the Key Employee Application that is presented to the Arkansas Racing Commission.
- D. The date that application is received in the office of the Arkansas Racing Commission will be the date known as the "RECEIPT" date.

2. Review of Key Employee Application by the EGS Section

- A. The Electronic Games of Skill Section will start the review process once the Key Employee Application and application checklist are received from the Arkansas Racing Commission Office.
- B. A review of the Key Employee Application Checklist will be completed to ensure that all questions have been answered and that all attachments are included as required.
 - 1. Missing or incomplete information will be noted and will be just cause for rejection of the Key Employee Application.
 - a. If the Key Employee Application is rejected as the result of missing or incomplete information:
 - 1. Report to Arkansas Racing Commission stating reason(s) for rejection.
 - 2. Report to applicant stating reason(s) for rejection
 - b. Applicant will have five (5) days to supply needed information as outlined in the Applicant Rejection Letter.
 - 1. One copy of the additional information is to be submitted to the Electronic Games of Skill Section.
 - c. If the applicant fails to supply the additional information within the established timeframes, the application will be rejected.
 - 1. Application process for this applicant will start over from beginning.
 - 2. Additional application fee will be required.
- C. Once all initial information from the applicant is received, the Key Employee Application review process shall include but shall not be limited to the following steps:
 - 1. Order required financial background checks on the applicant.
 - 2. Order required criminal background checks on the applicant.
 - 3. Review/compare all information obtained from the criminal background check and the financial background check with information submitted in the Key Employee Application.

4. Review “Known Associates” information of applicant.
5. Review/Compare all parts of the application for compliance with Act 1151 of 2005 and the Regulations for Electronic Games of Skills.
6. Perform other reviews as deemed necessary.
7. Complete all reviews and document any areas of question. Contact applicant in writing requesting additional information
 - a. Applicant will have five (5) days to supply requested information.
 1. One copy of the additional information is to be submitted to the Electronic Games of Skill Section.
 - b. If the applicant fails to supply the additional information within the established timeframes, the application will be rejected.
 1. Application process for this applicant will start over from beginning.
 2. Additional application fee will be required.

3. Recommendation – Approval or Rejection of Application

- A. Once the review is complete and if the application is recommended to be approved, a written report from the Electronic Gaming Section will be prepared and submitted to the Arkansas Racing Commission Office.
 1. The report will include a recommendation for approval of the application.
- B. If the review process indicates that the application can not be approved and it is recommended that the application is denied, a written report from the Electronic Gaming Section will be prepared and submitted to the Arkansas Racing Commission Office.
 1. The report will include a recommendation for denial of the Key Employee License.

4. Granting/Denial of License

After giving due consideration to information supplied by all parties, the Arkansas Racing Commission will approve or deny the application for Key Employee License.

If application is denied, the Arkansas Racing Commission will notify the franchise holder of the denial and the franchise holder will immediately revoke the Key Employee License and the employee must be terminated.

5. Hearings and Appeal of Commission’s Decision

- A. Applicants that have been denied a Key Employee License will have rights of appeal as addressed in the Arkansas Procedures Act.

