

The following outlines the step-by-step process to successfully complete your hours with Shine.

<b>STEP 1.</b>	<b>Prepare Your Documents:</b> Please bring your ID and Court Order/Court Minute ( <i>It must</i> show required hours, completion date/next court date, and signed by a Judge) to TEEM.
<b>STEP 2.</b>	<b>Intake Process:</b> Upon arrival, you'll meet with our Intake Coordinator to complete a brief registration form with your contact information, and sign agreement forms.
<b>STEP 3.</b>	<b>Background Check:</b> A free background check must be completed first. The only disqualifications for Shine are: Murder I and II, Manslaughter I, and previously been convicted of a sex crime which subjects him/her to registration under 57 O.S. State Statute 582 (If you are not eligible for Shine, The Intake Coordinator will work to find another suitable location).  <b>Once your background check is complete,</b> you will receive a text, email, or phone call from the Community Service Office.
<b>STEP 4.</b>	<b>Return to the Community Service Office:</b> Once you have received notification your background check is complete, you will return to the office to receive the required paperwork to report to Shine and begin your hours.