

CSCC Criminal Background Check Information Form

I have received notice that that the clinical facilities where I will be assigned while I am a student in CSCC's Nursing Program require a criminal background check (CBC) to be completed prior to the clinical experience at that facility. I have also received the Vendor Requirements and Expectations form.

I agree to undergo and pay for the required criminal background check as stated on the Vendor Requirements and Expectations form (items #1-3 & 5).

I have contracted with: _____
(Vendor selected by student to conduct the CBC search)

to be my selected vendor to conduct the criminal background check as stated in the Vendor Requirements and Expectations form.

I hereby authorize my selected vendor to notify Cleveland State Community College's _____ information regarding
(Name of student's program or department)

whether I passed or failed (my pass/fail status) the criminal background check as stated in item #5 of the Vendor Requirements and Expectations.

Student name (**Please Print**)

Date

Student signature

Vendor Requirements and Expectations

Services:

1. Conduct criminal background search including physical courthouse records search using all known names and social security number.
2. Search state and federal registry and exclusion lists:
 - Violent Sexual Offender and Predator Registry Search
 - Tennessee abuse registry maintained by the Department of Health pursuant to T.C.A. Section 68-11-1004.
 - HHS/OIG List of Excluded Individuals
 - GSA List of Parties Excluded from Federal Programs
 - U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
3. Health care licensure verification if current or previous licensee
4. Contract directly with the individual student to perform the required services
5. Provide individual schools and programs with a pass/fail listing of all students using the eligibility criteria established by the hospitals:
 - a. Persons with a history of any felony conviction within the last seven years.
 - b. Persons with a history of class A misdemeanor conviction within the last five years.
 - c. Persons with a history of class B misdemeanor conviction within the last two years.
 - d. Persons on the registry maintained by the Department of Health pursuant to T.C.A. Section 68-11-1004.
 - e. Persons listed on the HHS/OIG list of excluded individuals.
 - f. Persons with an encumbered license (current or prior) in a health related field.
6. Provide students with pass/fail notice, specific findings from the background search and appeal processes as required by federal law.
7. Archive the individual background results for 7 years.
8. Provide customer support services to assist students and schools.
9. Internet / computer capability.

Background Check Vendors

This list of vendor resources is offered as a courtesy and no representations as to the fitness of any vendor to provide the services you require are made. This non-exclusive list should not be deemed to remove any responsibility you have to perform your own due diligence to ensure that a vendor is acceptable to perform the tasks required.

Verified Credentials, Inc. **

www.myvci.com/tnacd

1-800-473-4934 for questions

Mary Jo Dreher *Mary Jo Dreher, Sales Executive*

mjdreher@v-c-i.com

901-248-7855/Office

952-985-2381

281-744-8238/Cell

** (Verified will automatically email N. LaBine with your results.)

THA Preferred Vendor

MyBackgroundCheck.com

1-800-503-2364 ext. 107, 156 or 217 (to speak to a person) or 229 (to leave a message)

www.mybackgroundcheck.com

enter Code: C2Q16, click on the green arrow and follow the prompts

** (You will need to email N. LaBine the certificate ID# and shared password in order for her to be able to print your certificate.)

Updated: 7-25-09

INFORMATION REGARDING THE CRIMINAL BACKGROUND CHECK

The clinical agencies require students to complete and pass a criminal background check (CBC) prior to their clinical experience at the facility. The CBC must be within 90 days of the first day of class.

The criminal background search (see enclosed Vendor Requirements and Expectations) may take several days (and possibly longer) for the vendor to complete. The criminal background check will also mean an additional expense for you, the student.

Enclosed is a list of vendors who perform criminal background checks that was compiled by the Tennessee Hospital Association (THA). It is your responsibility to contract with a vendor and have a criminal background check completed. Please note the last sentence at the top of the list, which reads, "This non-exclusive list should not be deemed to remove any responsibility you may have to perform your own due diligence to assure that any vendor is acceptable to perform the tasks identified." Vendor Requirements and Expectations and a CSCC Criminal Background Check Information Form are also enclosed.

You must complete the CSCC Criminal Background Check Information Form and return the original signed information form to the Department of Nursing (Room E-207) by the date listed in your admission letter. Be sure to keep a copy of this form for your personal records.

Students must satisfactorily complete the clinical component of each nursing course to pass the course and to progress in the nursing program. In other words, failure to complete any clinical component will prevent students from passing the class and progressing in the nursing program. Please refer to the CSCC Catalog which states, "If as a result of a required criminal background check a student is prohibited from a clinical agency, the student may be dismissed from the program."

WHEN YOU RECEIVE THE CRIMINAL BACKGROUND CHECK (CBC) FROM THE VENDOR WHOM YOU CONTRACTED TO CONDUCT YOUR CBC, YOU MUST KEEP A COPY OF THIS REPORT FOR YOUR PERSONAL RECORDS AS YOU MAY NEED TO SHARE THIS WITH A CLINICAL AGENCY.