



**CRIMINAL BACKGROUND CHECK:
STUDENT POLICIES, PROCEDURES & INSTRUCTIONS**

COLLEGE OF HEALTH PROFESSIONS

"Optimizing Wellness for Life"

03/09

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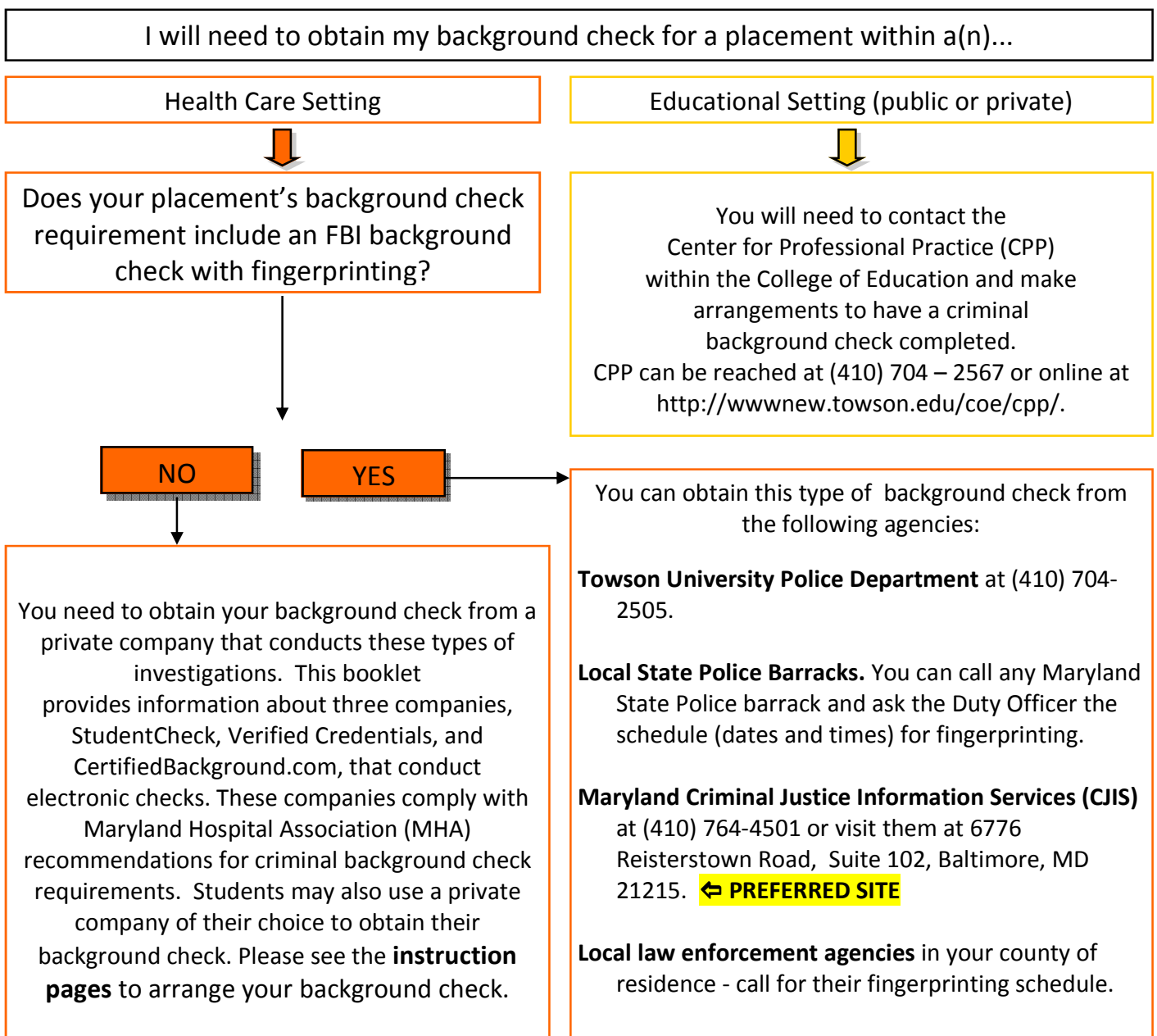
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STUDENT GUIDE FLOWCHART

DOES YOUR OFF-CAMPUS INTERNSHIP OR CLINICAL PLACEMENT REQUIRE A CRIMINAL BACKGROUND CHECK?

To find out if you need a background check, be sure to inquire from **both** your program's placement coordinator **and** the off-campus coordinator of the facility where you will be working. **If you need to obtain a criminal background check**, this chart should be used to help you determine **which type** of criminal background check you will need. Determine whether your placement is in a health care or educational setting and follow the chart. **The rest of the booklet provides the information you will need to get the check done.**

START HERE



GENERAL INSTRUCTIONS FOR OBTAINING CRIMINAL BACKGROUND CHECKS

Prior to your internship or fieldwork placement, you may be required by the placement site to undergo a criminal background check. You will be informed by your placement coordinator or course instructor if you need a background check, and what specific type of background check is needed for the facility. Criminal background checks will be obtained at your own expense.

Towson University's College of Health Professions does not require any student to undergo a criminal background investigation. The requirement comes from the placement site.

If your placement is in a school system, either public or private, please contact the College of Education's Center for Professional Practice (CPP) for instructions on how to obtain your criminal background check. You can contact the CPP by calling 410-704-2567 or visit its website at <http://wwwnew.towson.edu/coe/cpp/>.

If your placement is not in an educational setting, you will need to make your own arrangements to obtain your criminal background check. Some placements will require fingerprinting and/or drug screening in addition to a background check. **It is your responsibility to confirm the requirements of your site.**

Not sure what type of check to have? See the Student Guide Flowchart for help.

You may go to any of the numerous private companies that provide criminal background checks. Towson University's College of Health Professions works with several companies, listed below, that you may utilize in order to obtain your background check. These companies have no signed contract with Towson University but provide a portal for our students to make the process as efficient and inexpensive as possible.

Note: Many hospitals and health care organizations have chosen to adopt the policies and procedures recommended by the Maryland Hospital Association (MHA). These facilities may require students to use a specific company called StudentCheck to obtain their background checks. Other facilities accept criminal background checks from any company. Please refer to the list of facilities that have adopted MHA policies on the College of Health Professions website under "Internships and Clinical Placements" (<http://wwwnew.towson.edu/chp/internship.asp>).

Student Check	http://www.precheck.com/StudentCheck.shtml
Verified Credentials	http://myvci.com/tu
CertifiedBackground.com	http://www.certifiedbackground.com

The results of the background check will be shared only between you and your placement site. Towson University will not have access to the results of your criminal background check.

In order to have a background check completed you must have:

- ⇒ a computer with an internet connection
- ⇒ Adobe Reader installed
- ⇒ a credit card
- ⇒ a valid email account

For detailed instructions please refer to page 5.

STUDENT POLICIES AND PROCEDURES

- 1) Each placement site develops its own eligibility standards for student participation in the setting.
 - A finding on a student's criminal background check may yield a rejection from some sites, but may not yield a rejection from other sites. The student can inquire about the reason for rejection from the site.
 - If a placement site rejects a student for placement, and the student believes the rejection is due to inaccurate findings by the vendor, the student may appeal the review findings to the vendor, who will follow applicable appeals procedures.
- 2) A student rejected from a site must meet with his/her academic placement coordinator prior to being placed in a second setting.
 - Criminal background check results are confidential and the results are not shared with the school.
 - The coordinator will review the procedures with the student to determine the possible next placement.
- 3) Following a rejection from a site based on criminal background check results, Towson University will attempt to place a student in another fieldwork site that also requires a criminal background check.
 - Towson University will notify the second site that the student was considered ineligible at the first site as a result of his/her criminal background check.
- 4) Towson University will not assign placement sites to students on the basis of the sites' requirements for criminal background checks.
 - Some students may be required to obtain background checks and others may not; some sites may require drug testing or fingerprinting and others may not.
 - Site assignments will be based on a number of factors including availability, type of experience needed, and student interest.
 - Students are responsible for incurring the expenses involved with all levels of background checks.
 - Costs typically average between \$48 and \$62.
 - Fingerprinting, drug testing, and search of additional names or places of residence may incur additional costs.
 - It is anticipated that the background check requirement will grow increasingly common in health care and other settings.
- 5) Students who are rejected from two placement sites on the basis of their criminal background checks will be considered to be unable to complete program requirements and may be dismissed from their programs.
 - Students dismissed from one program in the College of Health Professions may not enroll in another program within the College.
 - Students are strongly encouraged to consider the ramifications resulting from any negative findings on their criminal background checks when they select a career in health care or education.
 - Students have the right to an appeals process through the Policy on Judicial Procedures as outlined in the Undergraduate Catalog 2008-2009 pp, 290-291.
- 6) Once students have been assigned to a placement site that requires a criminal background check, they must obtain that check no less than 21 days prior to the start of the placement.
 - Students who maintain continuous enrollment will generally not be required to obtain more than one background check during their tenure in the program.
 - Some placement sites may require more extensive background checking than others, which may necessitate additional work on the part of the student.
- 7) Although The College of Health Professions will make reasonable efforts to maintain updated files of the requirements of all placement sites, the student is responsible for contacting the site and verifying the need for a criminal background check.

StudentCheck – Instructions

- 1) Type the following url into the address bar on your Internet browser:
<http://www.precheck.com/StudentCheck.shtml>.
- 2) Select “Students”.
- 3) From the drop-down menu select one of the following :
 - Towson University – Student Background Check
 - Towson University – Student Drug Screen
 - Towson University – Student Background Check and Drug Screen
- 4) On the second drop down menu choose your program.
- 5) Fill out all required information and select “continue”.
- 6) Once the test is completed (about 48-72 hours), your placement site will be able to review the results.
- 7) If your site rejects you on the basis of your background check results, StudentCheck will send you a letter and a copy of your report through registered mail. You will have five business days to respond, as required by the Fair Credit Reporting Act. Students should contact StudentCheck, and indicate they are refuting some information and would like to work with a company representative to resolve the disputed findings. **Please provide your current mailing address on the online application.** At the end of that five day period, your background check will be resubmitted to the placement site.
- 8) If your placement site requires you to complete drug testing, please pick up a lab slip (Chain of Custody form) from the CHP Admissions Coordinator in Burdick 105.
- 9) Take the Chain of Custody form to any **Quest Diagnostics** lab to have the drug test completed. Please be sure to have proper identification with you.
- 10) Once the test is completed your placement site will be able to review the results.

You will not be allowed to begin your placement until this process is completed and your site has cleared you.

background checks provided by:



GENERAL CRIMINAL BACKGROUND CHECK REQUIREMENTS

If you choose to use another company to obtain a background check, please use the following criteria with regard to minimum required components of the background check.

Minimum Requirements for Background Checks as Specified by the Maryland Hospital Association's (MHA) Policy of Student Criminal Background Checks

The Background Check should include the following:

- Courthouse search for felony and misdemeanor convictions on courthouse records within past seven (7) years. Records to be verified against all places of residence, all known names, and Social Security numbers within past seven (7) years.
- Person on the Sex Offender Registry maintained by The Department of Public Safety and Correctional Services
- Person listed on the HHS/OIG list of excluded individuals
- Person with an encumbered, suspended, or revoked license, (current or prior), in a health related field

Specific Recommended Criteria Based on MHA Recommendations

The Background Check will include the following:

- Criminal History Investigation (7 Years, unlimited counties)
- Sexual Offender Registry / Predator Registry
- Social Security Number Verification
- Positive Identification National Locator with Previous Address
- Maiden/AKA Name Search
- Medicare/Medicaid Sanction Search, through National Healthcare Data Bank
 - Office of Inspector General (OIG) Search
 - General Services Administration (GSA) Search
 - FDA Debarment Check
- Most Wanted List
- Investigative Application Review (by Licensed Investigator)
- National Healthcare Data Bank (NHDB) Sanction Report
- Misconduct Registry Search
- Executive Order 13224 Terrorism Sanctions Regulations
- Professional License Verification (meets JCAHO Standards)

If you have any questions about the requirements of your placement site, please contact your program coordinator. If you have any questions about the criminal background procedures, please contact Robert Karp, College of Health Professions Admissions and Placement Coordinator, 410-704-2653, rkarp@towson.edu.

PARTICIPATING FACILITIES

Below is a list of the Maryland hospitals and healthcare facilities who have opted into the Maryland Hospital Associations' policy on background checks. Unless you see a "B" or "D" by the facility, Towson University has not received a formal request in regards to screenings for incoming students and or faculty. **This does not mean there is not requirement.** Check with the site's educational coordinator, human resources department and your faculty supervisor to see if there is a requirement in place. If you do find a requirement please immediately report it via email to rkarp@towson.edu.

B = Background Check **D** = Drug Screening Required
B / D = Both Background and Drug Screening Required

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Link to [Non-Hospital Centers](#)

Updated 03/09

	Student	Faculty	Type of Check
A dventist Healthcare			
Anne Arundel Medical Center			
Baltimore Washington Medical Center			
Bon Secours Baltimore Health System			
Calvert Memorial Hospital			
Carroll Hospital Center			
City Hospital			
Civista Medical Center			
Franklin Square Hospital			
Garrett County Memorial Hospital			
Good Samaritan Hospital	B		StudentCheck
Greater Baltimore Medical Center	B	B	StudentCheck
Greenbaum Cancer Center at UMD Medical System			
Harbor Hospital Center	B		StudentCheck
Harry & Jeanette Weinberg Cancer Institute at Franklin Square			
Holy Cross Hospital	B		StudentCheck
Howard County General Hospital			
James Lawrence Kernan Hospital			
JC Blair Hospital			

Johns Hopkins Bayview Medical Center			
Johns Hopkins Hospital			
Kennedy Krieger Institute			
Kennedy Krieger PT Department			
Kernan Orthopedics & Rehab Hospital	B	B	StudentCheck
Laurel Regional Hospital			
Maryland General Hospital	B		StudentCheck
Med-Star Health Union Memorial Hospital			
Mercy Medical Center	B		StudentCheck
Monongalia General Hospital			
Mount Washington Pediatric Hospital	B	B	StudentCheck
Northwest Hospital	B		StudentCheck
Prince George's Hospital Center			
Prince William Hospital			
Sheppard Pratt Health System			
Sibley Memorial Hospital	B		StudentCheck
Sinai Hospital of Baltimore	B / D	B	StudentCheck
Somerset Hospital			
Southern Maryland Hospital Center	B		StudentCheck
Spring Grove Hospital Center			
Springfield Hospital Center	B	B	StudentCheck
St. Agnes Hospital			
St. Joseph Medical Center Maryland	B	B	StudentCheck
St. Mary's Hospital			
Union Hospital			
Union Memorial Hospital Student	B		StudentCheck

University of Maryland Medical Center			
University Specialty Hospital			
Upper Chesapeake Healthcare Systems, Inc			
Veterans Administration Medical Center Baltimore			
Washington Adventist Hospital			
Washington County Hospital	B		StudentCheck
Washington County Regional Medical Center			
West Virginia University Hospitals, Inc.			
Western Maryland Health System			
Western Maryland Hospital Center			

Non-Hospital Clinical Centers

CARE Rehab	B		Fingerprinting through the CPP
Howard County Public Schools	B		Fingerprinting through the CPP
Genesis/Mid-Atlantic Rehab	B		Kroll - Handled by site
Maximum Health Care Services	B		Handled by site

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This list will be updated regularly. To see the most recent list and for other information pertaining to criminal background checks please refer to our website:
<http://www.towson.edu/chp/backgroundcheck>

Any other questions please contact Robert Karp at rkarp@towson.edu