

College of Health Professions
Towson University

Obtaining Criminal Background Check
Student Instructions and Policies



TABLE OF CONTENTS

GENERAL INSTRUCTIONS	3
STUDENTCHECK – INSTRUCTIONS	4
VERIFIED CREDENTIALS – INSTRUCTIONS	5
CERTIFIEDBACKGROUND.COM - INSTRUCTIONS	6
GENERAL REQUIREMENTS.....	7
POLICIES AND PROCEDURES	8
FLOWCHART.....	9

GENERAL INSTRUCTIONS FOR OBTAINING CRIMINAL BACKGROUND CHECKS

Prior to your internship or fieldwork, 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.

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 their 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

Detailed instructions are as follows:

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 Towson University – College of Health Professions
- 4) Fill out all required information and select “continue”.
- 5) Once the test is completed (about 48-72 hours), your placement site will be able to review the results. 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.
- 6) If your placement site requires you to complete drug testing, please pick up a lab slip (Chain of Custody form) from your academic department.
- 7) 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.
- 8) The results of the drug test will be submitted to the placement site by StudentCheck.

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

background checks provided by:



VERIFIED CREDENTIALS – INSTRUCTIONS

Make sure you have the name and email address of the placement coordinator at the placement or fieldwork site you will be attending. If you cannot find this information, contact the placement coordinator of your program. **It is your responsibility to submit results to your placement site.**

- 1) Type the following url into the address bar on your Internet browser:
http://myvci.com/tu
- 2) Select “Go”
- 3) Carefully review the introductory letter from the College of Health Professions and then select “next”
- 4) On the drop down menu select:
 - a. “Background Check”
 - b. If your placement requires a drug test, select “Drug Test Option”

Note: If you have used more than one name, please select the appropriate check as listed in the drop down menu.
- 5) Follow the on-screen directions
- 6) Once the test is completed (about 48-72 hours), you will receive an email with your test results in a PDF formatted document. **Print this out and save it.**
- 7) As required by the Fair Credit Reporting Act, students may appeal the results of their background check. Students should contact Verified Credentials, and indicate they are refuting some information and would like to work with a company representative to resolve the disputed findings.
- 8) If your placement site requires drug testing, please pick up a lab slip (Chain of Custody form) from your academic department.
- 9) Take the Chain of Custody form to any Quest Diagnostics lab to have the drug screening completed. Please be sure to have proper identification with you. The results will be sent you via email in about 48-72 hours by Verified Credentials.
- 10) Submit the results of your background check (and drug test if applicable) to your placement site.

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

background checks provided by:



CERTIFIEDBACKGROUND.COM - INSTRUCTIONS

Make sure you have the name and email address of the placement coordinator at the placement or fieldwork site you will be attending. If you cannot find this information contact the placement coordinator of your program. **It is your responsibility to submit results to your placement site.**

- 1) Type the following url into the address bar on your Internet browser: **<http://www.certifiedbackground.com>**
- 2) Choose "Students" and click enter
- 3) Enter package code: **OW33**
- 4) Read the introduction letter under "additional information" and then follow on screen instructions
- 5) It will take between 48 and 72 hours for the check to be completed. Once you have paid for the check you will receive a code. Log-on to the website and input the code to retrieve your results.
- 6) As required by the Fair Credit Reporting Act, students may appeal the results of their background check. Students should contact CertifiedBackground.com, and indicate they are refuting some information and would like to work with a company representative to resolve the disputed findings.
- 7) If your placement site requires you to complete drug testing, please enter code: **OW33dt**. You will need to obtain a lab slip (Chain of Custody form) from your academic department.
- 8) Take this form to any Quest Diagnostics lab to have the drug testing completed. It will take between 48 and 72 hours for the drug testing to be completed. Please be sure to have proper identification with you. Once you have paid for the drug test, you will receive a code. Log-on to the CertifiedBackground.com website and input the code to retrieve your results.
- 9) Submit the results of your background check (and drug test if applicable) to your placement site.

You will not be allowed to initiate your placement until this process is completed.

background checks provided by:



CertifiedBackground.com

WHERE RESPONSIBLE APPLICANTS AND SAFETY CONSCIOUS ORGANIZATIONS MEET.

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)

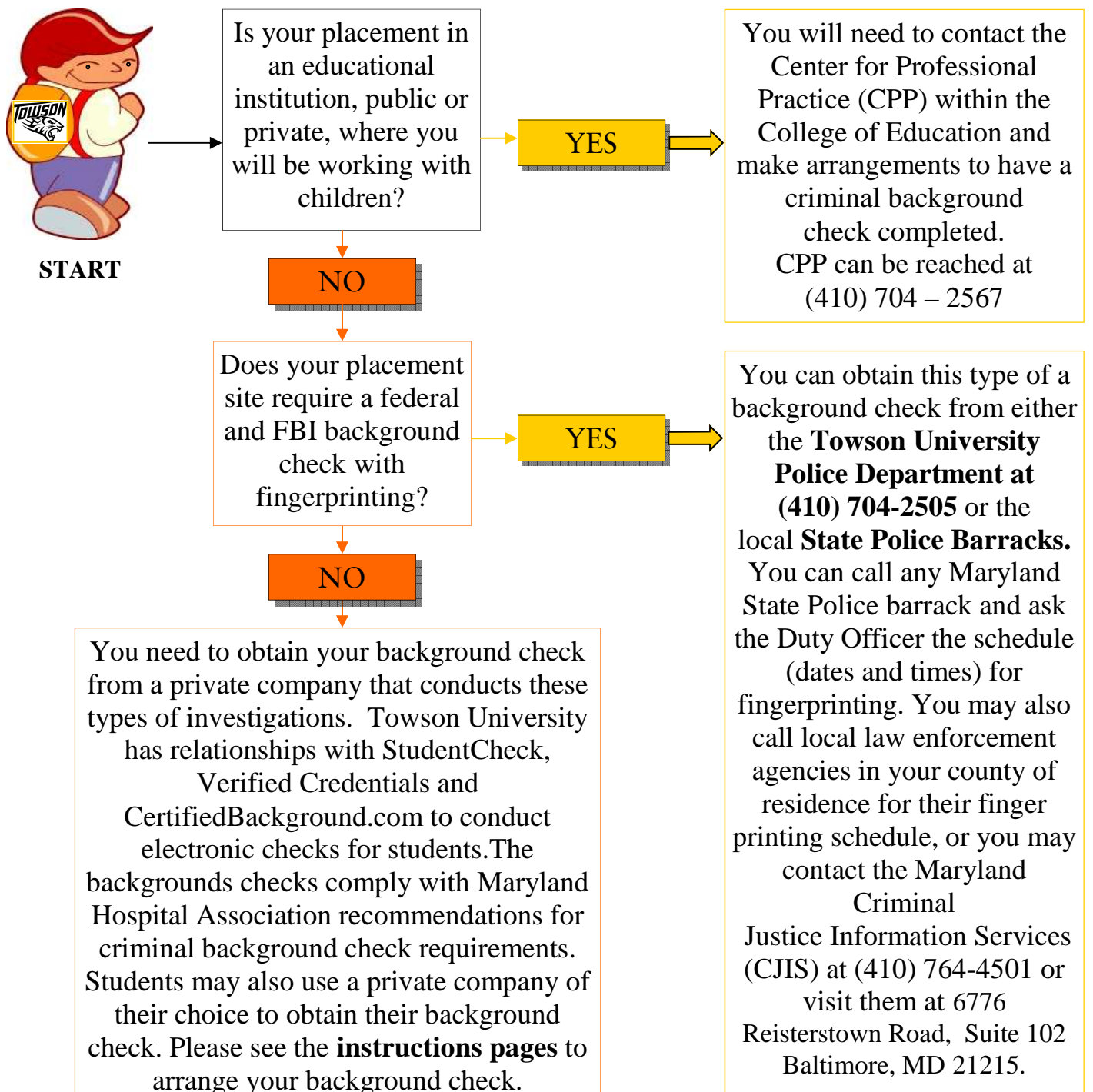
If you have any questions about the requirements of your placement site, please contact your program coordinator. If you have any questions about the criminal background procedures, please contact Robert Karp, College of Health Professions Admissions and Placement Coordinator, 410-704-2653, rkarp@towson.edu.

TOWSON UNIVERSITY – COLLEGE OF HEALTH PROFESSIONS 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. If a placement site rejects a student for placement, 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. However, 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 dollars. Fingerprinting, drug testing, and 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.
- 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 not be required to obtain more than one background check during their tenure in the program.
- 7) Although The College of Health Professions will make every effort 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.

CRIMINAL BACKGROUND CHECK STUDENT GUIDE FLOWCHART

If your program requires you to complete an off-campus internship or clinical placement, you may be required to undergo a criminal background check. To find out if you need to have a check completed, be sure to inquire from **both** your program's placement coordinator **and** the off-campus coordinator of the facility where you will be working. This chart should be used to help you determine which type of criminal background check you will need to obtain.



FREQUENTLY ASKED QUESTIONS

Q: Am I required to undergo a criminal background check?

A: Towson University does not require you to undergo a background check. However, non-compliance of a placement site's request to have a background check may make it impossible to complete the program you are enrolled in.

Q: Do I have to pay for this check and if so how much will it cost me?

A: Students are responsible for all fees associated with criminal background checks. The cost can vary from \$48 – \$62 depending on what type of check* you obtain.

Q: How often will I have to undergo a criminal background check?

A: For students within the College of Health Professions, once you receive a criminal background check, it is sufficient for the entire time you are in a program. For students placed within educational settings this may vary. Please contact Center of Professional Practice for more information.

Q: Does Towson University or the College of Health Professions have access to my background check report?

A: No, the only people who can access your report are you and the placement site's coordinator.

Q: Who can I speak to if I have more questions?

A: For general information on the process of obtaining a background check, you can contact Robert Karp, Admissions and Placement Coordinator for the College of Health Professions. For questions specifically pertaining to your placement please contact your department's placement coordinator.

* Please refer to the Student Guide Flowchart for the type of check you will need.

PLACEMENT COORDINATORS CONTACTS PAGE

CHP

Robert Karp x 42653

rkarp@towson.edu

Occupational Therapy & Occupational Science:

Jerry Bentley-Donnelly x 42253

jbentleydonnelly@towson.edu

Marlene Riley x 42925

mriley@towson.edu

Audiology, Speech-Language Pathology and Deaf Studies:

Karen Pottash x 43607

kpottash@towson.edu

Sheryl Cooper x 42436

scooper@towson.edu

Bette Stevens x 43616

bstevens@towson.edu

Health Science:

Sharon Buchbinder x 44219

sbuchbinder@towson.edu

Pat Alt x 44221

palt@towson.edu

Deitra Wengert x 44215

dwengert@towson.edu

Donna Wagner x 44643

dwagner@towson.edu

Kinesiology:

Gail Par x 43174

gparr@towson.edu

Michel Higgins x 42772

mgiiinas@towson.edu

Nursing:

Pat Bourgeois x 42069

pbourgeois@towson.edu

Verified Credentials

John Andren

800-824-3307

jandren@verifiedcredentials.com