

Indiana State University
College of Nursing, Health, and Human Services
Department of Baccalaureate Nursing Completion

Criminal Background Check Policy

Many states and health care agencies require criminal background checks for licensed health care providers, students, and volunteers serving in health care agencies. Our nursing programs are committed to accepting students who can be guaranteed placement for clinical learning experiences and who can provide safe patient care. In response, the undergraduate nursing completion tracks (LPN-BS, RN-BS) in the College of Nursing, Health, and Human Services have established a policy requiring criminal background checks for nursing students in the undergraduate distance tracks. The criminal background check results will be used as a criterion for eligibility for admission and progression.

- All nursing students must submit a **national** level criminal background check with application for admission to the respective track.
- CertifiedBackground.com is the service chosen for our students. It allows the student to purchase the background check on-line, using a credit card or money order. The results are posted in a secure environment where the student and the nursing program can view the results. The background check is requested at <http://www.CertifiedBackground.com> , click on "Students", enter the package code ND57, and select method of payment.
- Background checks must be requested within 3-months of the deadline for application to the major. The results of the check must be submitted with the application.
- A student who receives an acceptance letter for admission to a nursing program, but ops not to enroll at that time must request another background check to be submitted with re-application.
- A background check that discloses any adverse information may be grounds to deny admission.
- The cost of having a criminal background check conducted will be assumed by the student.
- Criminal background check information will be maintained in the student's file in a secure location. The information will be considered confidential. The information will not be released from the Department except for review by an agency's criminal background check committee in determining access to clinical experiences.
- A student who has had any arrests, charges, or convictions since the initial criminal background check was conducted must **immediately** report them to the Department Chairperson. Failure to do so puts the Nursing Program out of compliance with clinical agency requirements and may cause the student to be dismissed from the nursing program.
- All students who drop out of the program for one year or more must do another criminal background check before coming into any courses in the distance education nursing tracks.

Passed 11/08/2011 Dept. of BNC

CC: AK