



## Criminal Background & Drug Screen Acknowledgement Form

columbiastate.edu

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All students **officially admitted** to a Health Sciences program **for any term** are required to complete a criminal background check and 10-panel urine drug screen with additional urine alcohol for the Health Sciences division office by **the deadline provided to them by their Program Director**. All criminal background checks and drug screens should be **ordered within a 90 day period of the first clinical day**. Any criminal background check or drug screen **NOT** within the 90 day period is unacceptable, and the student will be required to resubmit newer results. Students' or applicants' criminal background checks or drug screens that are completed as a result of employment are not acceptable for admission into any Health Sciences Program.

Both criminal background checks and drug screens will be required only once, **if you are continuously enrolled in the program's specific courses** (such as EMS, Medical Lab, Nursing, Radiologic Technology, Respiratory Care or Veterinary Technology courses). If you stop taking a program's specific courses, for whatever reason, you will be required upon readmission to that program to complete a new criminal background check and drug screen.

All students admitted to a Health Sciences program will also be required to sign a release giving the College and Health Sciences program permission to share the criminal background and drug screen results with the clinical agencies. Students have the right to refuse this permission, in which case the clinical affiliate will refuse a student's presence on their property, and the student could fail the clinical course.

### The criminal background check criterion for most clinical affiliates is based on:

1. Social Security number verification;
2. Seven year Multi-County or Statewide Felony and related Misdemeanor Criminal Record Search;
3. Two standard employment history references;
4. HHS/OIG List of excluded individuals/entities - GSA List of parties excluded from Federal Programs;
5. Education verification (highest degree received);
6. One professional licensure verification - Professional disciplinary action check; and
7. Certification & Designation Check.

The clinical affiliates will determine if you are allowed to participate in clinical at their facilities. Most will exclude you if you have a Felony conviction within the past seven (7) years, a Misdemeanor A conviction within the past five (5) years or a Misdemeanor B conviction within the past three (3) years of the first day of clinical. You can also be disapproved if you are on any abuse registry lists, if you violate any of the other criteria listed above, or if you refuse to allow your background check data to be provided to a clinical affiliate.

You may order your criminal background check and drug screen online by using your specific program website. The information obtained will be held in strict confidence; no faculty member will be allowed to access your information. The only college employees who will review your information will be the Health Sciences Records Clerk and the Division Chair.

**I have read and understand that criminal background check and 10-panel drug screen may be a requirement for attending clinical** and if one is needed it may be shared with various clinical facilities (per facility request). I also understand that based upon my criminal background check and drug screen results, the clinical affiliate may refuse my presence at their facility. If I cannot attend a clinical site, I understand that I might not be able to meet the requirements of a course, and therefore, would not be able to meet the requirements of the program in which I am currently enrolled.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date