BACKGROUND CHECK SUMMARY

ALLIED HEALTH AND NURSING PROGRAMS

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ALLIED HEALTH AND NURSING PROGRAMS

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

SUMMARY OF CRIMINAL BACKGROUND CHECK REQUIREMENTS

effective September 1, 2011

OVERVIEW OF THE REQUIREMENTS

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District’s (“MCCCD”) Allied Health and Nursing programs (“Programs”) beginning on September 1, 2011, students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card (“Card”). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted
- An original version of the “Criminal Background Check Disclosure Acknowledgement” form attached to this Summary signed by the student.

Once a student has been offered placement in a nursing or allied health program they will be given information on how to complete the MCCCD supplemental background check with MCCCD’s authorized vendor Certified Background. To enter the program the student must be able to provide documentation demonstrating that the student has achieved a “Pass” status on the MCCCD supplemental background check. Students are required to pay the cost of obtaining the background check.

Additionally, in order for an EMP student to be placed at a clinical site, the student must meet the background check requirements of the clinical agencies to which their Program places students. Only if the assigned clinical agency requires a criminal background check beyond the review done by the Department of Public Safety (DPS) Fingerprint Clearance Card, the student must submit a document from MCCCD’s authorized vendor for background checks, demonstrating that the student has passed the MCCCD supplemental background check. EMP students are required to pay the cost of obtaining the background check.

Students whose background checks on the date of actual admission to a Program that are more than 6 months old or students who have been in a Program for more than 12 months may be requested to obtain an updated background check. The addition of this criminal background check is due to the fact that some of MCCCD’s largest clinical experience partners have established standards that are more stringent than those for obtaining a Card.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners.
IMPLEMENTATION OF THE REQUIREMENTS

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student’s responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.

2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.

3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:

   - Legal Name
   - Maiden Name
   - Other names used
   - Social Security Number
   - Date of Birth
   - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
   - Pending criminal charges that have been filed against you including dates and details.
   - Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD’s clinical experience partners that have established the most stringent requirements.

The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.