

## **Student Instructions for Background Checks, Drug Testing, and Immunization Records**

Students entering a health science program are subject to background check and/or drug testing dependent upon the requirements of the each individual program. Failure to complete a background check or drug test as required by the program will result in the student being denied admission or continuation in the program.

Adverse findings on a background check or a positive drug test may result in a student being prohibited from participating in a clinical component of the program. Failure to complete the clinical portion will result in dismissal from the program. In addition, students may not be permitted to sit for a licensure, registry or certification examination in their chosen discipline. (These decisions are made by external professional credentialing agencies outside the control of the program). Students who have a concern about this matter should consult with the program director.

Cost of the background check or drug test are the responsibility of the student. Students are required to order their own background check and/or drug testing. Information or test results provide by a student from a testing source other than that approved by the school will not be accepted.

CertifiedBackground.com is the service St. Catharine School of Health Science programs use that allows students to order their own background check, drug testing, immunization records, and other documents online. Information collected through CertifiedBackground.com is secure, tamperproof, and kept confidential. The services performed by Certified Background are based on guidelines provided by each health science program, so you will get the information you need, all from one source. The results are posted to the CertifiedBackground.com website where the student, as well as well as the school, can view them.

### **Ordering Instructions**

1. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click "Students."
2. In the Package Code box, enter the package code. To obtain the necessary codes for specific packages your program of interest requires, please contact or visit the School of Health Sciences Administrative Assistant, ext. 1101 or [mriordan@sccky.edu](mailto:mriordan@sccky.edu)
3. Enter payment information – Visa, MasterCard, or Money Order. Follow the online instructions to complete your order.
4. Your package requires you to submit immunization, medical, or certification records. At the end of the order process you will be prompted to visit a secure web page where you will view additional instructions for uploading your records.

### **Retrieval Instructions**

Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of our background check. To view your results, visit [www.CertifiedBackground.com](http://www.CertifiedBackground.com), enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are typically available in approximately three days, though some searches take longer so please allow adequate time when ordering. The programs to which you are applying will automatically have access to your results. For Your Rights Under the Fair Credit Report Act visit [www.ftc.gov](http://www.ftc.gov).