All students who are accepted at The Christ College of Nursing and Health Sciences (TCCNHS) are required to complete a criminal background check. Initiate the background check and complete the fingerprint portion of the background check 6 months or 90 days prior to the first day of classes.

The results of prior background checks that a student received for reasons unrelated to the College are not acceptable for purposes of these policies.

The purpose of this background check policy is to ensure that TCCNHS is preparing students who will be qualified to enter the nursing field. All new students entering the College must undergo a criminal background check as a condition of enrollment. All returning students must submit and satisfactorily complete an annual background check as a condition of continuing enrollment at the College. Clinical agencies may require additional background checks. Clinical agencies, in their sole discretion, have the authority to disallow a student from being placed at their site based on negative information in a background check. Not being placed, for whatever reason, will result in the student being unable to complete the clinical component of his/her program and, thus, unable to successfully complete his/her course of study at TCCNHS.

The Ohio Board of Nursing (OBN) is prohibited from issuing a nursing license to people who have pled guilty to, been convicted of, or have a judicial finding of guilt for one of the following offenses: aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, aggravated robbery, aggravated burglary, sexual battery, gross sexual imposition, aggravated arson, or a substantially similar law of another state. Therefore, a new student will have his/her conditional acceptance to TCCNHS automatically revoked if one of these crimes appears on a criminal background check. A continuing student will be automatically dismissed from TCCNHS if one of these crimes appears on a background check. Pending charges for one of these crimes will also result in revocation or dismissal.

OBN also has the authority to deny licensure to people who have pled guilty to, been convicted of, have a judicial finding of guilt of, have a judicial finding resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for any of the following: (1) any felony (that is not an absolute bar as described in the previous paragraph); (2) a crime involving gross immorality or moral turpitude; (3) a misdemeanor drug law violation; or (4) a misdemeanor in the course of practice. As such, if a crime that falls into one of these four categories, or any other crimes or pending charges (excluding minor infractions or violations such as speeding, not wearing a seatbelt, fishing without a license), appear on a background check, a student may have his/her conditional acceptance revoked or be dismissed from the program. In these circumstances, the College will have discussions with the clinical placement sites that it has affiliation agreements with to determine if the student will be able to be placed at those locations notwithstanding the negative information on the background check. If no clinical agency agrees to accept the student for a clinical placement, the student will have his/her conditional acceptance revoked or will be dismissed from the College. In some situations, and prior to talking with the clinical placement sites, the College may also ask the student for more information regarding the situation that led to the negative information appearing on his/her background check.

If a student with negative information on a background check is allowed to enroll or continue his/her program of study at TCCNHS, he/she must understand that, despite being allowed to enroll or continue, the College cannot make any promises or guarantees regarding the student’s ability to obtain licensure from the OBN or employment in the nursing field post-graduation. College faculty and staff will not provide advice on a student’s ability to obtain licensure or employment.

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notwithstanding an adverse background check, and students should not rely on any general information provided by College personnel in that regard. Students allowed to enroll or continue despite negative information on a background check will be required to sign an acknowledgement that they understand the information in this paragraph.

New students who are having their conditional acceptance revoked or current students who are being dismissed due to negative information on a background check will be notified of such in writing.

Current students have an ongoing duty to report to the College criminal convictions and pending charges that occur while they are enrolled but did not appear on the most recent background check that was performed. Such crimes or pending charges may result in non-placement and/or dismissal.

CRIMINAL BACKGROUND CHECK INFORMATION
All students at The Christ College of Nursing and Health Sciences (TCCNHS) are required to complete a criminal background check prior to starting classes as a condition of enrollment. A second criminal background check is required annually for returning students enrolled at the Christ College of Nursing and Health Sciences. This requirement is in accord with Ohio Revised Code Section 4723.09 as well as regulations of health care facilities and regulatory bodies overseeing the clinical sites where students receive practicum experiences as part of their educational program.

ABOUT CORPORATE SCREENING
The Christ College of Nursing and Health Sciences has secured the services of Corporate Screening, a straightforward, integrated, online process for managing and tracking results from the background check. The collection of this data is conducted by a third party to ensure privacy. Students have electronic access to their documents and the ability to provide access to the College of Nursing, practicum clinical agencies and to employers.

Corporate Screening is a secure platform that allows students to purchase the criminal background check on-line, using a credit card (Visa/MasterCard/American Express/Discover). The cost of the criminal background check for new students is $107.00. The cost for a student entering their second year of study at the College is currently $27.00. Returning students will receive instructions via college email prior to the fall semester.

CRIMINAL BACKGROUND CHECK PROCESS
After the on-line criminal background check has been ordered, students are required to be fingerprinted. Results are then posted in a secure environment to the student’s Corporate Screening account, and sent directly to the Dean of Academics. The Dean of Academics can securely review each student’s results on-line through a unique username and password. Although 95% of background check results are completed within 3-5 business days, some results may take longer. All criminal background check results are confidential and filed in a secure location in the Dean of Academics Office.

Students with a citation will have their criminal record reviewed on an individual basis by the Dean of Academics. The Dean of Academics will consult with legal counsel on a case-by-case basis and render a decision.

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**IMPORTANT!**

**New Law Affects Fingerprint Turnaround Time in Ohio**
Changes in how the Ohio Bureau of Criminal Identification and Investigation (BCI) processes fingerprint results has negatively impacted fingerprint turnaround times, due to Ohio Senate Bill 337 that went into effect September 28, 2012. The minimum turnaround time for criminal background check results for anyone who has had an arrest is currently 90+ days.

It is imperative that you act on these instructions immediately, as these requirements must be completed before starting classes. Failure to consent to a criminal background check, refusal to provide necessary information to conduct a background check, or falsifying information will result in an administrative withdrawal from the College.

**BACKGROUND CHECK ORDERING INSTRUCTIONS**

**Before Starting:**
- A valid email address is REQUIRED. Enter your personal email address.
- You must be near a printer to print necessary forms for fingerprinting.

**Getting Started:**
1. Have your credit card (Visa • MasterCard • American Express • Discover) information ready in order to process payment. Your credit card will be charged $107.00 for the service.
3. Use this special promotional code: CHRISTCOLLEGE1STYBG
4. Complete the profile section and e-sign forms as they appear.
5. **Print the Fingerprint Control Form.** You must bring the Fingerprint Control Form with you to a Fast Fingerprints location for fingerprinting. You cannot be fingerprinted without this form. Scroll down for the locations of Fast Fingerprints in the Greater Cincinnati area.

**After completing online ordering process:**

1. **Fingerprinting** – Bring the Fingerprint Control Form & government photo ID (e.g. – driver’s license) to the FastFingerprint location of your choice. **You cannot be fingerprinted without this form.**
2. A unique login will be emailed to you. This will allow you to log back into [www.VerifyStudents.com](http://www.VerifyStudents.com) to view the results of your background check.
3. **Technical Support** – 1-800-229-8606, select option 4.

**Fast Fingerprint Locations**

**Fast Fingerprints – Forest Park, OH (Inside the Any Lab Test Now)**
1104 Kemper Meadow Drive
Cincinnati, OH 45240

Hours:
Monday – Friday, 9:00 AM – 1:00 PM and 2:00 PM – 5:30 PM
Saturday, 10:00 AM – 1:30 PM
WALK-INS WELCOME!

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Fast Fingerprints – Pleasant Ridge, OH (Inside Mullaney Medical at Montgomery and Ridge Roads)
6096 Montgomery Road
Cincinnati, OH 45213

Hours:
Monday – Thursday, 9:00 AM – 6:00 PM
Friday, 1:00 – 6:00 PM
Saturday, 9:00 AM – 2:00 PM
WALK-INS WELCOME!

Fast Fingerprints – West Chester, OH (Inside Hondros College)
7592 Tylers Place Boulevard
West Chester, OH 45069

Hours:
Monday – Friday, 8:00 AM – 12:00 PM and 1:00 PM – 5:00 PM
WALK-INS WELCOME!

For more information on Cincinnati Fast Fingerprints locations, visit: www.fastfingerprints.com.

*Please note that this information is for the sole purpose of background check screening for The Christ College of Nursing and Health Sciences only. Unauthorized use of this service is prohibited.