

Student Background Check & Fingerprinting

Revised July 2022



General Information

- **Pre-Licensure Bachelor Science in Nursing 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 **no earlier than 6 months and no later than 90 days prior to the first day of classes.**
- Results of prior background checks that a student may have received for reasons unrelated to the College are not acceptable for purposes of these policies.

The purpose of this document is to set forth policies and procedures regarding student background checks. This policy is designed to ensure that TCCNHS is preparing students who will be qualified to enter the nursing field.

New BSN students entering the College must undergo a criminal background check as a condition of enrollment. Returning BSN 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
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 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

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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

BSN 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 SELECTION.COM®

The Christ College of Nursing and Health Sciences has secured the services of SELECTION.COM®, a nationwide provider of background checks and pre-employment verifications based in Cincinnati, to assist in the collection and verification of all pertinent applicant information as outlined above. The collection of this data is conducted by our third-party partner to ensure privacy and accuracy. No data is stored offshore, and multiple security redundancies reduce the risk of an information breach.

Criminal Background Check Process and FASTRAX®

Typical Fingerprint results are returned from the state within 30-45 business days. Results are mailed to the Dean of Academics. The Dean of Academics will securely review each student's results. Throughout the process, all criminal background check results are confidential and are filed in a secure location within the Office of the Dean of Academics, upon completion.

Students with a citation will have their criminal record reviewed on an individual basis by the Dean of Academics, who will consult with legal counsel on a case-by-case basis prior to rendering a decision.

The cost of the criminal background check is the responsibility of the student.

The criminal background check cost for new students is \$95. The cost for a student entering their second year of study at the College is currently \$13.00. Returning students will receive instructions via college email prior to the fall semester.

Important Turnaround Time Information

Fingerprint Turnaround Time in Ohio Extended for Anyone with Arrest Record According to Ohio Senate Bill 337, which went into effect September 28, 2012, the minimum turnaround time for fingerprint results processed by the Ohio Bureau of Criminal Identification and Investigation (BCI) for anyone who has had an arrest is currently 45+ 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.

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Background Check Ordering Instructions

The following instructions are time sensitive. Please review the requirements before proceeding.

Before Starting the Background Check:

- A valid email address is **REQUIRED**
- Have your Visa or Master Card available.
- You **MUST** have a printer accessible to print your credit card receipt
- The background check is administered by SELECTION.COM®

Getting Started:

1. Visit <https://selection.com/christ-nursing> to begin the background check and documentation submittal portions of your registration.
2. Click on Background Check-BSN/First Year
3. Follow the instructions as given and complete the data profile section, electronically signing the forms as they appear.
4. Enter your Visa or MasterCard when prompted to process payment. Your credit/debit card will be charged \$95 for the background check (to include BCI and FBI Fingerprinting).
5. Upon completion of the background check information. Please print your credit card receipt and take it to SELECTION.COM® location with a valid Driver's License.

SELECTION.COM® Contact Information

Location: 155 Tri-County Parkway
Suite 115
Cincinnati, OH 45246

Customer Service Phone: 1-800-325-3609 ext.4002

Customer Service Email: CustomerSupport@Selection.com

Hours: Monday – Friday
8 AM to 4:30 PM

Customer Service Live Chat: Monday – Friday
8 AM to 8PM

Walk-Ins Are Welcome!

[Click Here for Live Chat!](#)

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