



CRIMINAL BACKGROUND CHECK REQUIREMENT

Allied health programs send students into healthcare facilities to practice their newly acquired skills. Many healthcare facilities require students to have a criminal background check (CBC) before beginning their clinical experiences.

Background checks identify issues that may keep a student from completing the clinical experience portion of their program. Being unable to complete the internship/clinical portion of a program can make it impossible to complete a program or receive a degree. A conviction or an arrest does not automatically disqualify an applicant from admission to a program or keep them from clinical experience. Considerations related to admission to a program and/or clinical experience portion of a program for applicants with convictions or arrests include, but are not limited to:

- the date, nature and number of arrests or convictions,
- the relationship the arrest or conviction bears to the duties and responsibilities of allied health students in clinical settings,
- successful efforts toward rehabilitation,
- rules and regulations of certifying professional boards and/or hospital and clinic human resource policies.

Note: The College is not responsible for assuring you meet certification/licensure eligibility requirements. A previous criminal background may prohibit you from obtaining certification/licensure and/or employment despite successful completion of the Mt. Hood Community College program.

YOUR RIGHTS

Placement in healthcare related clinical practicum experiences is contingent upon information provided in the CBC. If a candidate is determined to be unfit due to convictions, the college will provide notice to the candidate of the disqualifying information and will give the candidate 10 days to dispute the information contained in the report with appropriate documentation.

The Division Dean will send a letter to the student informing he/she that they may be disqualified from participating in clinical experiences and that the conviction may prevent them from taking their state licensure examination. The clinical affiliates involved in accepting the student for their clinical experience will be notified (per the contract) that a student has a particular conviction(s). The site will have the final say to allowing the student in the facility. If the student cannot perform their clinical experiences, the student will not be able to complete their program.

GUIDELINES

MHCC will make clinical practicum placement decisions related to criminal background information in conjunction with a clinical affiliate (as per the contract).

MHCC complies with Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act, 1990 and the Vietnam Era Readjustment Assistance Act of 1974, among other State and Federal Laws related to employment. Mt. Hood Community College makes educational and employment opportunities available to all qualified persons without regard to race, religion, age, color, sex, national origin, disability, or any other status or characteristic protected by applicable state or federal law.

In compliance with the Family Educational Rights and Privacy Act, all information and documents related to CBCs will be treated as confidential.



COMPLETING THE CRIMINAL BACKGROUND CHECK

Prior to the beginning of program classes, all students (except those admitted to the Dental Hygiene program) admitted to an Allied Health Division or Nursing Division program requiring criminal background checks will be required to obtain, at their cost, a national background check from www.MyBackgroundCheck.com. Cost of this background check is \$55.95.

How to obtain your Background Check Certificate (BGC):

Choose one of three options to order your background check.

- Option 1.* (Preferred Option) **Apply on-line** at www.MyBackgroundCheck.com.
- Your order code is **C9P28**. Enter this code in the appropriate box on the MyBackgroundCheck.com home page. Follow the online instructions.
 - Once completed, your background check certificate and report can be viewed and printed for 90 days from the date it is issued. Your certificate can be sent to as many individuals and/or organizations as you wish. Only the people you give your certificate number and shared password to will be able to view your results online.
 - **When you retrieve your order**, click on **Share with Someone** on the right-hand side of the screen. Enter your program representative's name and email address in the space provided. **In the Add message box, please include your certificate number and shared password**, and then click **Send Invitation**.

MHCC PROGRAM REPRESENTATIVES

Program	Program
<ul style="list-style-type: none"> • Practical Nursing • Registered Nursing • Emergency Med. Tech. <p>Email : Paula.Wilson@mhcc.edu</p>	<ul style="list-style-type: none"> • Medical Assistant • Mental Health/Human Service • Physical Therapist Assistant • Surgical Technology • Medical Office • Nursing Assistant • Respiratory Care <p>Email: Karla.Barnhart@mhcc.edu</p>

Option 2. * **Fax** your completed application** toll free to 800-803-2371.

Option 3. * **Mail** your completed application** and payment to the following address:
 MyBackgroundCheck.com
 PO Box 492770
 Redding, CA 96049

*If you **fax** or **mail** your application, please be aware that this will delay receiving your results. Once your BGC is completed, you will receive a confirmation email from MyBackgroundCheck.com. At that point, send an email to your program representative listed above with an invitation to view your report. **You must provide your certificate number and password so that the MHCC representative may view your report.**

** Applications are available in the Allied Health Division Lobby (Room 2760) and in the Nursing Division lobby at the Bruning Center.

Students who have had a break in enrollment with an allied health clinical education program of more than two (2) years will need to update their background check and renew their BGC.

Any false statements made by the applicant at any time during the background check process, or refusal to submit a BGC will also disqualify the candidate from any consideration for placement in clinical practicum courses.

If you have any questions or concerns regarding the criminal background check process, contact the appropriate person listed above.