

**Beth-El College of Nursing & Health Sciences  
Background Check Policy (effective January 18, 2007)**

**READ BOTH PAGES BEFORE PROCEEDING!**

In order to maintain the highest standards possible, Beth El College of Nursing and Health Science instituted a Background Check Policy to help protect public safety.

All nursing and health science students (undergraduate and graduate) participating in a laboratory, clinical, practicum or internship course will be required to submit data for a certified background check at their expense. Background checks need to be completed online at <http://www.certifiedbackground.com> at the time of course registration. Students each have confidential access to the results of their own background check status. All background check results will be reviewed by the Beth El College of Nursing and Health Sciences Academic Standards and Professional Conduct Committee. Should there be a negative background check finding, the committee will determine if a student is eligible to participate in the course. Eligibility is based on the nature of the finding as well as the clinical site requirements. Students may submit an appeal to the committee if additional data might be of benefit to the committee. Appeal decisions will be judged on documented factual issues. Every effort will be made to place the student in an alternative site, if available. Alternatives are not always available. If a student is unable to complete the course due to an inability to participate, the student may be dismissed from the program.



CertifiedBackground.com

**Student Instructions**

### Background Check Required

The above organization requires that each student purchase a background check through CertifiedBackground.com.

### About CertifiedBackground.com

CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background check are posted to the CertifiedBackground.com website in a secure, tamper-proof environment, where the student, as well as the organizations can view the background check.

To order your background check from CertifiedBackground.com, please follow the instructions below.

### Instructions

1. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on "Students."
2. In the Package Code box, enter package code:
3. Select a method of payment: Visa, MasterCard or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours. Once your background check is complete, please provide your organization with the password in order to share your background check results.

### Notes