

## Professional and Undergraduate Programs

### CBC Policy

A majority of clinical sites now require students to complete a criminal background check (CBC) prior to participating in clinical education placements. Furthermore, state laws may restrict or prohibit those with criminal backgrounds from obtaining a professional license to practice following graduation (laws vary by state; matriculants are encouraged to consult legal counsel for advice). Therefore, students with criminal backgrounds may not be able to meet the academic standards of their program or the criteria for professional licensure.

### Procedure

Certiphi will perform CBCs as a designated agent. The School of Medicine has designated the depth of the background search to include felonies and misdemeanors at Federal, state, and local levels at the 7 previous years of residence. Each student will contact Certiphi via a secure site and place an order for their CBC. The student provides their name, current and previous addresses, and other identifying information and pays by credit card. The Assistant Director of Clinical Education Manager will have access to Certiphi inquiry results via a secure website via a unique username and password.

Clinical sites may require repeated or additional background checks prior to the start of a rotation. It is the students' responsibility to identify the need for these subsequent background checks.

### Positive CBC Findings

Any positive CBC results will be forwarded to the Vice Dean for Professional Programs. The Vice Dean or the designee may meet with the student to discuss the results. The conversation will be documented in writing on the CBC form. The Vice Dean will then refer the case to the program's committee on academic standards for consideration and recommendations.

If the student feels that a positive CBC finding is in error, the student will be directed to speak with Certiphi to determine if further investigation is needed. These errors may include the CBC being completed on a different person with the same name or a similarly named person, or if the CBC returned information that was supposed to be sealed or expunged. If the information is in error, the CBC is repeated and Certiphi will update the CBC report online.

