



Title of Procedure:

Credit Student and Non-credit Student Background Check

Applies to:

Students X

Division: Academic Affairs and Business and Continuing Education Divisions

Topic/Issue:

Student background checks for credit program clinical and internship placement and student background checks for non-credit Healthcare clinical placement

Procedure Language:

Student Background Check policy will be published in a conspicuous manner in all related program's literature and registration materials, included in each of the College Catalog's program descriptions and distributed to via course syllabus to students on the first day of class.

In order to inform students currently enrolled in programs that require background checks will receive from the Department Chairperson a letter informing them of the Student Background Check Policy and Procedure. A sign-off form will be included that is to be returned to the Department Chairperson to validate that student has received notification of the new Student Background Check Policy.

Students seeking placement with agencies/ clinics that require background checks shall be required to complete a background check before placement at clinical site.

- I. Students seeking academic credit placement with agencies/clinics that require a background check shall individually take such actions with third party vendors acceptable to the placement agencies/clinics. Such third party vendors will conduct and provide such background checks directly to the placement agencies/clinics. Such costs of providing the required background check are the sole responsibility of the student requesting the background check.

Each program department will keep and distribute a list of third party vendors acceptable to various agencies/clinics.

For the non credit Healthcare student such costs of providing the required background checks are included in tuition and fees for enrollment or in the Client contract for training the non-credit students.

- II. Non- credit students seeking placement with agencies/ clinics that require a background check have such costs for the background check included in the contractual costs. In such cases students seeking background checks will be accompanied by the appropriate program manager to the third party vendor:
 - a. who will for the Non-Credit Certified Nursing Assistant students conduct the background check and provide results directly to the Maryland Board of Nursing or
 - b. who will for the Non-Credit Pharmacy Technician student conduct the background check and provide the results directly to the student. The non credit Pharmacy Technician student will then be responsible for providing to the clinical site the results before starting the pharmacy clinical placement.

Should a clinical/internship provider reject a student due to issues related to the criminal background check, there will be an attempt to place the student at a different clinical site or with a different internship provider. Should a student be rejected a second time, a student may be considered unable to complete the course and advised to drop from the respective program/ training.

BCCC and BCED systems will maintain confidentiality as to all matters relating to student placement and/or their rejection for placement.

- a. This policy as it applies to credit program students will be administered by the appropriate Department Chairperson as to maintaining the conspicuous notification of the policy or
- b. As this policy applies to non-credit contract training students, it will be administered by the appropriate Program Manager and/ or the Manager of Non-Credit Healthcare Programs.