



**Health Careers Clinical Compliance**...fulfilling background checks and health requirements and nursing programs

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Background Check and Bureau of Criminal Identification and Investigation (BCI) Fingerprinting

Congratulations on starting a career in health care. The Health Careers Clinical Compliance department has created this clinical compliance series to provide you with the information you need to complete the necessary health and immunization requirements. Health requirement fulfillment is based on clinical site, college and program specific mandates and recommendations. Please verify the requirements with your health career program. In this module, we will review the Background Check and Bureau of Criminal Identification and Investigation (BCI) fingerprinting process.

Welcome to the online support series for fulfilling background checks and health requirements for allied health and nursing programs at Tri-C.

In this module, we will review the Background Check and Bureau of Criminal Identification and Investigation (BCI) Fingerprinting process.

Background check & BCI

Why?



Background checks are required for nearly all health career programs. Why are they necessary?

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Background checks consist of fingerprinting and data base searches.

Let's take a closer look at the process.

Background check & BCI



Admission into many health career programs is contingent upon the background check indicating that the applicant has not been convicted of, pleaded guilty to nor has a judicial finding of guilt for any automatically barred offenses per the program's licensing or regulating body. Students may not be permitted to test for licensure or accreditation by the licensing or regulating body if they have certain negative information on their background reports.

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Additionally, some health career programs require clinical practicum rotations at medical and non-medical facilities in order to complete the program. These facilities may consider certain criminal offenses of combinations of offenses precluding. These offenses vary from facility to facility and may interfere with a student's ability to complete their mandatory clinical or practicum.

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When?

Complete the process no sooner than six months prior to entering program



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**Background check & BCI**

How?

<https://mycb.castlebranch.com>



The background check process is initiated via the third party vendor CastleBranch. Students will receive a program code from their health career program that they will enter at the CastleBranch portal.

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Once the student creates a CastleBranch account, the background check process is initiated.

**Background check & BCI**



Once the student creates a CastleBranch account, the background check process is initiated. The BCI portion (fingerprinting) requires additional action. Once students establish and pay for their CastleBranch account, students will have the ability to print an order for fingerprinting. Fingerprinting is done at FASTFINGERPRINTS.

After your payment for the background check is processed, you will be notified when the search is complete.

**Background check & BCI**



Students should initiate the fingerprint process promptly following the creation of their CastleBranch account. Fingerprint results can take anywhere from one week to two months. Clinical clearance is required in order to attend a clinical site or in some instances for entry into a health career program.

The BCI portion (fingerprints) requires additional action.

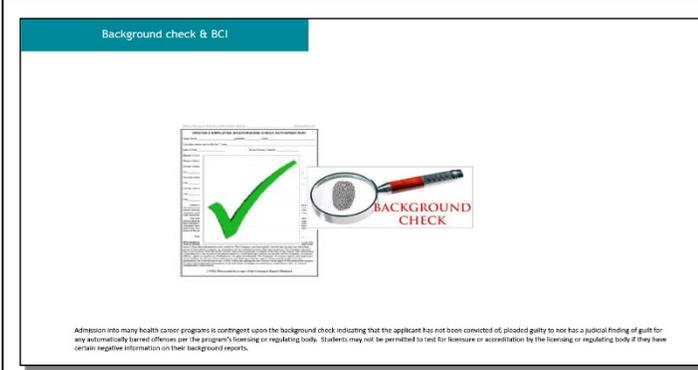
Once students establish and pay for their CastleBranch account, students will have the ability to print an order for fingerprinting.



Fingerprinting is done at FASTFINGERPRINTS and results can take from one to eight weeks to return.

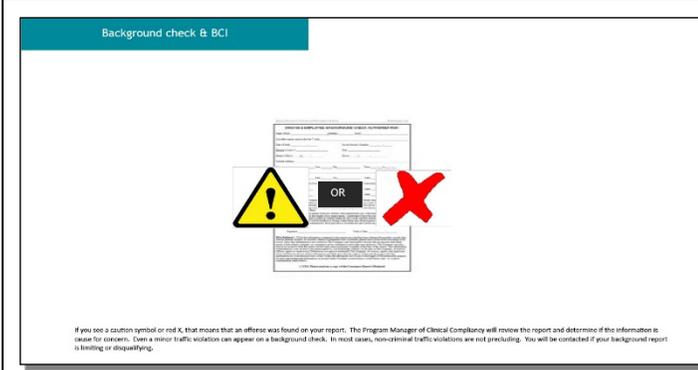
Clinical clearance is required in order to attend a clinical site or in some instances for entry into a health career program.

Please visit <http://www.fastfingerprints.com> for hours and locations. Remember to bring your fingerprint order and ID.



When your results have been returned, they will be attached to the requirement in your CastleBranch account.

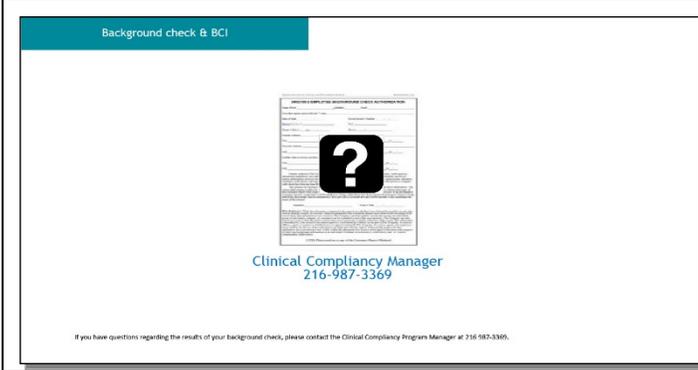
If you see a green check mark next to your background check and/or BCI in the status column, that means your results have returned and your background report is clear.



If you see a caution symbol or red X, that means that an offense was found on your report.

The Program Manager of Clinical Compliancy will review the report and determine if the information is cause for concern. Even a minor traffic violation can appear on a background check. In most cases, non-criminal traffic violations are not precluding.

You will be contacted if your background report is limiting or disqualifying.



If you have questions regarding the results of your background check, please contact the Clinical Compliancy Program Manager at 216-987-3369