



Background Check and Drug Test Information and Checklist

Lakeland
COMMUNITY COLLEGE
HEALTH TECHNOLOGIES



Dear Allied Health Student:

As you embark on your journey toward becoming a health care professional, there are several steps that you must take to begin coursework in your field.

The nature of health care involves direct care, access to patient information and organizational data. Hospitals and health care agencies throughout Northeast Ohio where students go to practice in the field (clinical) mandate that certain requirements be met.

Lakeland's health program curricular criteria and academic standards for course and program achievement require that students complete clinical assignments and training at clinical sites. In accordance with our clinical affiliations, all students present at a hospital/clinical affiliation site must complete a criminal background check and drug screen. A criminal record and/or a positive drug screen may make you ineligible to participate in a clinical assignment. The resulting reports will be disclosed to field placement agencies, hospitals and clinical sites. Any and all cost associated with the aforementioned screenings will be borne by the student. Further, all fees paid for criminal record checks and/or drug screenings are nonrefundable.

Failure to comply with procedures will result in termination of program sequencing and dismissal from allied health degree programs or certificates.

The following pages outline action items that you must take and complete before you can be fully cleared to begin or continue health technology program classes.

Wishing you a successful college experience,

Dr. Deborah L. Hardy
Associate Provost for Teaching & Learning
Dean of Faculty
Dean for Health Technologies
Lakeland Community College
440.525.7180
dhardy@lakelandcc.edu

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My Notes

- Spoke with the program director on (date)_____

- Background check start date is _____

- Background check completion due date is _____

- The completed drug test due date is _____

All allied health students are required to complete a criminal background check (Bureau of Criminal Identification & Federal Bureau of Investigation fingerprints) and drug screen (10 panel) urine test.

You must prepay for the background check and drug screen services before you have the services performed.

If you fail or drop from any program and re-enroll into same program or another program in allied health, you will be required to do another background check and drug screen to be current in that program each time a change is made.

Current students may need to complete an additional background check and drug screen if they have been out of the program for longer than one year. Background check and drug screen needs to be current while enrolled in all programs and/or certificate programs.

The student bears all costs for the background check and drug screen initial tests and retests.

Please contact your program director for specific start dates to each procedure.

Please turn to the back page for all contact information.



BACKGROUND CHECK PROCESS:

If you have an infraction (known as a “hit”) in your background, it is recommended that you have the background check done as soon as possible as it may take several months for the State of Ohio to process your information.

Once a background check has been completed, all records will be identified and verified through the court where the record originated. This process may take a couple of months depending on the location of the court. A Corporate Screening investigator researches infractions and provides Lakeland with a final report. Results are reported as: “Complete” or “Alert” and will be noted in myLakeland through the health records per your own login.

If a student receives an “Alert,” an appointment must be set up with the dean of health technologies. The dean will discuss the results of the background check and provide a list of disqualifiers/convictions and a copy of the Fair Credit Reporting Act.

A “Pre-Adverse” letter is reviewed and signed by the student and dean confirming that all information has been reviewed, and the alert information may make the student ineligible to participate in a clinical assignment.

The student bears all costs for background check and drug screen tests and retests.

To Register for the BACKGROUND CHECK:

Before Starting:

- Your Lakeland email is REQUIRED (Example: jsmith2@mail.lakelandcc.edu).
- You must be near a printer to print necessary forms for fingerprinting.
- Have a credit card ready to pay; you will be prompted to pay on the website (Visa, MC, American Express, Discover).
- The cost for the background check is \$66.

Getting Started:

1. Visit this website: VerifyStudents.com
2. Click on the RED BOX “Students Start Here”



STUDENTS
START HERE

3. In the box labeled “Get Started by entering your promotional code” enter **lakelandbg** and then click on the green “Continue” button

Get started by entering your promotional code



Continue

4. Create your account
5. Click “Register”
6. Print the authorization form (Fig. 1)

After completing online process:

- Bring **fingerprint control form** (Fig. 1) and government-issued photo ID to Lakeland's **administration offices in the health building**, room H-167. Hours and days available are Monday-Thursday, 9 a.m. – 3 p.m..
If you are unable to come on any of those days/times, you can go to Corporate Screening's office, 16530 Commerce Court, Middleburg Heights, Monday-Friday, from 8:30 a.m. – 5 p.m. with no appointment needed to complete the process.
- Also please remember to bring your **fingerprint control form** (Fig. 1) and a government-issued photo ID.
- PLEASE NOTE: If you have any technical questions, call Corporate Screening's customer support at 1.800.229.8606, and choose option 4.

Fig. 1 Sample fingerprint control form

Fingerprint Control Form	
Attention Fingerprint Technician: Contact Level Below	
Requested Background Check: <input type="checkbox"/> FBI & FBI	
Students: please complete this section prior to arrival	
Name: <u>John Doe</u>	SS Number: <u>XXX-XX-XXXX</u>
Address: <u>123 Front St</u>	Email: <u>john@doe.com</u>
City/State/Zip: <u>Cleveland, 44120</u>	Daytime Phone: <u>212112222</u>
Results mailed to: <u>Lakeland Community College, 7700 Clocktower Dr., Kirtland, OH 44094</u> Contact: <u>Kelly Miller, KMiller@lakelandcc.edu</u>	
Industry that best describes your organization (reason for fingerprinting): <u>clinical site placement</u>	
PAYMENT METHOD	Company Name
DIRECT BILL: <u>Corporate Screening Services Inc.</u>	Corporate Screening Services Inc.
	Contact Customer Service
	Email: <u>customerservice@corporatescreening.com</u>
RELEASE OF BACKGROUND CHECK RESULTS	
I hereby certify that I have given National Background Check, Inc. permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI), the Federal Bureau of Investigation (FBI) (if requested), and release that information to Corporate Screening Services, Inc. and the corresponding individual indicated above.	
By placing my fingerprint images on the WEBCHECK System, I am authorizing BCI to release criminal history information about me to National Background Check, Inc., Corporate Screening Services, Inc. and the corresponding individual indicated above. I hereby release BCI and any and all individuals connected therewith from all liability in connection with the dissemination of such criminal history information.	
I understand National Background Check, Inc. cannot guarantee that my fingerprint images will be deemed readable by BCI, in which case I may need to be re-fingerprinted. I understand this does not constitute a refund due to charges incurred by BCI to disseminate after the data is submitted. National Background Check, Inc. and Corporate Screening Services, Inc. will assist me with the process to complete this background check if I am rejected a second time.	
I understand that using the WEBCHECK System returns a "no hit" (those containing no criminal history) result within (10) ten business days or sooner on a "real-time" basis. Those that contain a criminal arrest history could take up to (20) twenty business days before being forwarded to the requested destination.	
Signature: _____	Date: _____
For Office Use Only	
Hit: _____	Print Taken On: _____
Printed By: _____	Done Printed: _____
Form based on CSF 888-016467	

Viewing the status of your background:

- Visit **VerifyStudents.com**. Click on "Login/Report Retrieval," enter your login information, and the site will let you know if your background is pending or complete.
- Once your background is complete, you may save or print your report. (No need to send to Lakeland—the college automatically receives the report.)

Please note that this information is for the sole purpose of background screening for this college only. Unauthorized use of our service is prohibited.

If you have any questions, contact Paula Pastor-Hinkel at 440.525.7009 or PPastor-Hinkel@lakelandcc.edu.

DRUG SCREEN PROCESS:

If you are currently on medications, please call the collection site that you chose before having your drug screen completed to ask what proof of your prescription the collection site needs (some sites require a doctor's note, others may want you to bring the prescription bottle along with you).

If a drug screen report comes back "negative dilute," you will be required to have another drug screen performed. The student bears all costs for initial tests and retests.

If your drug screen report comes back "positive," you will have one more additional opportunity to retest. All costs incurred by the student.

On the retest:

- if "positive" result – student is no longer eligible for a health program and/or certificate
- if "negative dilute" result – student is required to do another drug screen at the student's cost.

If your drug screen comes back "positive" for a prescription you are on, and you did not bring your prescription bottle to the site or a letter from your doctor, you will need to contact Corporate Screening Customer Support at 1-800-229-8606 (choose Option 4) to let them know what happened and they will go through what to do next. It is possible you may have to do the test again at your cost. That is why it is important to call the site ahead of the test to verify what to do if you have a prescription.

To Register for the DRUG SCREEN

This self-schedule tool allows students to quickly locate an approved drug screening collection site and schedule their drug screening appointments online.

Before Starting:

- Your Lakeland email is REQUIRED
(Example: jsmith2@mail.lakelandcc.edu)
- You must be near a printer to print necessary forms for the drug screening test.
- You will only have three (3) business days to complete your drug screening test.
- Have a credit card ready to pay. You will be prompted to pay on the website (Visa, MC, American Express, Discover).
- The cost for the drug screen is \$45.

Getting Started:

If you already have a student account:	If you do not have a student account:
1. Visit this website: Verifystudents.com	1. Visit this website: Verifystudents.com
2. Click on the Blue Box "Student Login/Report Retrieval"	2. Click on the Red Box "Students Start Here"
3. Enter in your email and password	3. In the box labeled "Get started by entering your promotional code" enter lakelanddt and then click the Green "continue" Button
4. Go to your Dashboard	
5. Go to the Green Box "New Order"	4. Create your account
6. Enter your promotional code: lakelanddt click continue	5. Click "Register"
7. Print the authorization form (Fig. 2) and take to the facility chosen	6. Print the authorization form (Fig. 2) and take to the facility chosen
8. Go to the facility within 3 days to have your drug screen performed	7. Go to the facility within 3 days to have your drug screen performed

Fig. 2 Sample authorization form

After completing online process:

- Bring a government-issued photo ID, such as a driver's license, and your Authorization Form.
- **Please call ahead and to confirm what hours the collection site is open.**
- If you have any technical questions, call customer support at 1.800.229.8606 and choose option 4.
- Do not over drink water before the test. If the results come back negative dilute, it means you have too much water in your system and you will have to repeat the test and pay again at the student's cost.
- Please call the lab you are going to use, to see what their hours are on the day you plan to go.

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If you have any questions, contact Paula Pastor-Hinkel at 440.525.7009 or PPastor-Hinkel@lakelandcc.edu.

Important Phone Numbers

For background check and drug test questions:

Paula Pastor-Hinkel
440.525.7009
ppastor-hinkel@lakelandcc.edu

For specific due dates, contact the appropriate program director:

Dental Hygiene

Jennifer Barr
440.525.7190
jbarr@lakelandcc.edu

Emergency Medical Technician/ Paramedic

Christopher Fuentes
440.525.7504
cfuentes1@lakelandcc.edu

Health Information Management Technology

Christine Jerson
440.525.7490
cjerson@lakelandcc.edu

Histotechnology

Karen Stiffler
440.525.7418
kstiffler1@lakelandcc.edu

Medical Assisting

Denise Lash
440.525.7428
dlash4@lakelandcc.edu

Medical Laboratory Technology/ Phlebotomy

Kathryn Davies
440.525.7169
kdavies6@lakelandcc.edu

Occupational Therapy Assistant

Barry Artis
440.525.7798
bartis2@lakelandcc.edu

Polysomnography

Erin Toth
440.525.7176
etoth7@lakelandcc.edu

Radiologic Technology

Jack Thomas
440.525.7074
jthomas@lakelandcc.edu

Respiratory Therapy

Catherine Kenny
440.525.7343
ckenny@lakelandcc.edu

State Tested Nursing Assistant (STNA)

Shaquita Smith
440.525.7032
ssmith22@lakelandcc.edu

Surgical Technology

Janice Lawrenz
440.525.7016
jlawrenz1@lakelandcc.edu

For Corporate Screening:

Customer Support
1.800.229.8606 (pick option 4)

For Health Questions:

Paula Pastor-Hinkel
440.525.7009