

## **Pacific University College of Health Professions Criminal Background Check Policy and Procedure**

### **Background**

This policy on criminal background checks is established in accordance with Oregon Administrative Rule (OAR) 409-030, which mandates the credentials students must obtain for placements in clinical sites within Oregon and the requirements that clinical sites may set. This policy applies to all Pacific University College of Health Professions (CHP) students whose program of study requires the completion of a clinical experience.

Some criminal offenses preclude students from participating in training activities in a clinical setting. In addition, some professional licensure boards prohibit licensure for individuals convicted of specific offenses. Thus, students from professional programs are subject to the statutory and/or regulatory requirements independently imposed by law or as required by affiliating entities. Students must meet any and all requirements of the clinical sites, which may be more extensive than referenced in OAR 409-030. Inability to participate in required training activities, or being subject to any exclusion prescribed by law, may preclude successful completion of the requisite curriculum. As such, affected students may not be eligible for matriculation, continuation in the program, or graduation, if applicable. CHP does not guarantee that state licensure boards will ultimately issue a license to an individual with or without a criminal record. Students are directed to their respective licensing board for guidance.

### **CBC Procedure**

Students admitted to any CHP programs that require clinical placement(s) will be informed of this policy. In accordance with OAR 409-030, students will be required to complete a state and national criminal background check (CBC) and authorize release of the results to the student's academic program in advance of the start of the initial clinical placement, but no more than three months before entry into the academic program. In addition, some programs may require completion of the CBC and submission of results prior to matriculation. It is the student's responsibility to ensure compliance with program requirements. Any disruption in enrollment may require the student to undergo an additional CBC. Students will be required to report to the program any criminal convictions that arise subsequent to completion of the initial CBC.

### **Cost**

Students will complete the CBC with a vendor with which CHP has an established reporting relationship to ensure compliance with vendor requirements as specified in OAR 409-030. Program-specific exceptions may be made. Students will be given instructions on obtaining and reporting the results of the CBC. Students will be responsible for all costs associated with the completion of the CBC.

### **Documentation and Results**

Results of all background checks shall be kept confidential and shall not be disclosed to any person or agency, other than: 1) an affiliate entity providing clinical training; 2) persons with a legitimate need to know, as determined by the dean/director of the student's academic program; 3) as otherwise required by law or court order; or 4) with written consent from the student.

**Notice**

Students will be given the opportunity to explain to the program any items identified in the CBC process. Failure of the CBC to meet respective clinical site requirements may preclude participation in any further training at that site. In addition, any individual with items appearing on a CBC may not be able to complete the requirements of the education program, may not be eligible for federal or state credentialing required for practice, and/or may be subject to discipline, up to and including revocation of admission to or dismissal from the program. Decisions are subject to right of appeal.

Students claiming inaccuracies in their CBC will be referred to the vendor.

International students completing a CBC process are referred to their program.