



<b>Title of Policy/Procedure:</b> Department of Undergraduate Nursing Criminal Background Checks	<b>Approval Responsibility (Title &amp; Name):</b> Jeanean Boyd, DNP, RN, Chair of Undergraduate Nursing
<b>Approved by (Title &amp; Name):</b> Jeanean Boyd, Department Chair	<b>Last Date of Approval:</b> December 2018
<b>Communication Requirement and Date:</b> Posted in Canvas Orientation, on CONHI website, and in BSN Handbook	<b>Date for Next Review:</b> December 2021
<b>Official SharePoint Location Name and Path:</b> UG Policies and Procedures	<b>Comments:</b> Policy discussions initiated by Director of Student Support. Updates communicated with OESS and approved in UEPC

All admitted UTA College of Nursing and Health Innovation (CONHI) students are required to complete two criminal background checks (CBCs) prior to starting the upper-division nursing program at UTA. This includes the Texas Board of Nursing (BON) CBC and the GroupOne CBC.

The BON CBC is a requirement of all students entering a nursing program in Texas. More information can be found regarding this requirement on the BON website or by clicking here: [BON CBC](#). The GroupOne CBC is a prescreening requirement for clinical affiliation participation that complies with the Dallas-Fort Worth Hospital Council (DFWHC) Community Standards and also ensures compliance with the Joint Commission Standards. This requirement applies to all CONHI students regardless of where they reside. The DFWHC Community Standards are published online or you can review them by clicking here: [DFWHC Community Standards](#), and you can find more information on the Joint Commission Standards online or by clicking here: [TheJoint Commission](#).

### **General Guidelines**

- CONHI notifies all accepted and waitlisted students by email regarding their CBC requirements; students may opt to start the BON CBC while enrolled in the Introduction to Nursing Course.
- Students are required to provide certain personal information for the purpose of the CBCs; this information includes their legal name, home address, date of birth, and social security number.
- Students shall authorize CONHI to submit their personal information to the BON to start the CBC process, which includes fingerprinting of the student. More information on the BON CBC procedures can be found on the BON website or by clicking here: [BON CBC Procedures](#).
- Students are required to complete the GroupOne CBC no more than 30 days prior to the start of the upper-division nursing program. If submitted outside of this timeframe, the student will be required to re-submit the CBC.
- Students are required to pay for their own CBCs.
- BON CBC results are typically reported to the student. and CONHI by both the BON and GroupOne. However, it is ultimately the student's responsibility to ensure CONHI receives the results.
- Students will not be allowed to enroll in the upper-division nursing program until the results of both CBCs are received and approved by CONHI.

### **Clear CBC Results**

If no criminal history is located on a student, the student and CONHI will receive written notification from both the BON and GroupOne of a clear CBC. The BON will provide the student with a blue postcard, acknowledging the student has a negative criminal background check and is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The student must upload that blue postcard into InPlace. The GroupOne results will be kept in the student's CONHI file for use when the student is prepared to participate in clinical affiliations.

### **Positive CBC Results (updated June 2020)**

If criminal history is located on a student, the student will receive written notification from the BON of the positive CBC. The BON may provide a letter stating eligibility to sit for NCLEX-RN® upon program completion or may provide the student with information on how to petition for a Declaratory Order (DO). A Petition for a DO (PDO) is a formal disclosure to the BON of an outstanding eligibility issue that may prevent a student from taking the NCLEX-RN® upon completion of the nursing program. If required, students with a positive background check must complete and submit the DO to the BON. More information on DO's is available on the BON website or by clicking here: [BON Information about PDO's](#). The DO must be electronically uploaded to the [Nurse Portal](#).

The BON will complete a review of the student's PDO and make a determination as to whether the student will be allowed to take the NCLEX-RN®. The BON will issue the student an eligibility letter as to whether the student is eligible to take the exam. The CONHI Director of Student Support must receive the BON eligibility letter stating the student is eligible to take the exam before the student will be allowed to participate in the upper-level nursing program. If the BON determines the student is not eligible to take the exam, the student will not be allowed to participate in the upper-level nursing program.

Some clinical facilities will not accept students if they have a positive GroupOne CBC. Every reasonable attempt by CONHI will be made to place those students in another clinical setting.

Students who have a positive CBC returned for an alcohol and/or drug offense (for example, but not limited to, DWI, public intoxication, possession of controlled substance) may be required to submit to random urinalyses or other drug screenings if not enrolled in a clinical course and shall be required to submit to random urinalyses or other drug screenings if enrolled in a clinical course. Students are required to pay for their screenings.

Though it would be unusual that a positive CBC result is reported by GroupOne and not the BON, in such a case, the student shall be required to complete the PDO process described above.

### **Criminal Offense Committed During Upper-Level Program**

The Texas BON closes the CBC portal after the initial background check. Students, with a positive CBC or those who answer yes to the license eligibility questions, will need to complete a paper application when applying for Texas licensure.

Students, who have a positive background check while in the upper division program, will be required to repeat the GroupOne background check at their own expense. If positive, the student will need to PDO. The student must receive an eligibility letter stating the student is eligible to take the NCLEX-RN® to be eligible to return to the clinical setting and/or continue in the upper-division nursing program.