

# **College of Nursing and Health Innovation**

<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> May 2024
<b>Communication Requirement and Date:</b> Posted in Canvas Orientation, on CONHI website, and in BSN Handbook	<b>Date for Next Review:</b> May 2027
<b>Official SharePoint Location Name and Path:</b> <b>UG Policies and Procedures</b> <a href="#">Undergraduate - UG Policies and Procedures - All Documents (sharepoint.com)</a>  <a href="https://mavsuta.sharepoint.com/:w:/s/conhi/undergrad/EdQ-eyy6QVZBo-j2PjRJtpMBUgLtamU-akAQxzv7MZGpcw?e=IWMv7f">https://mavsuta.sharepoint.com/:w:/s/conhi/undergrad/EdQ-eyy6QVZBo-j2PjRJtpMBUgLtamU-akAQxzv7MZGpcw?e=IWMv7f</a>	<b>Comments:</b> Policy discussions initiated in Director of Student Support. Updates communicated through OESS

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. These include the Texas Board of Nursing (BON) CBC and the GroupOne CBC.

The BON CBC is a requirement for 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](#)
- 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 reported directly to the student. GroupOne results are reported to the clinical coordinator. The student must have a letter from the BON, indicating eligibility to test when completing the program, to start the upper-division nursing program.
- Students will not be allowed to enroll in the upper-division nursing program until the results of both CBCs are received and are approved by CONHI.
- Student must have a clear background history or declaratory order (DO) to start the program.

**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 Exaat. 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 May 2024)**

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](#). The DO petition 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 acceptance to the upper-division program will be rescinded.

The BON recommends students submit a DO, if they disclose incidents (criminal or not) after they've completed their fingerprints, and they have received an outcome (blue card or letter). The DO application is located within the [BON Nurse Portal](#). Students can send a message center request to turn on bypass payment because it's a self-disclosure of a new incident so it should be without the fee for the initial 30-day review.

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.

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

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 and step out of the program. To continue in the program, the student must receive an eligibility letter from the BON, indicating eligibility to take the NCLEX-RN® when they complete the program.

The BON recommends that students with a positive CBC or those who answer yes to the license eligibility questions, apply for licensure 120 day prior to graduation.

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