UTA College of Nursing and Health Innovation

Title of Policy/Procedure: Department of Undergraduate Nursing Criminal Background Checks	Approval Responsibility (Title & Name): Jeanean Boyd, DNP, RN, Chair of Undergraduate Nursing
Approved by (Title & Name): Jeanean Boyd, Department Chair	Last Date of Approval: April 2023
Communication Requirement and Date: Posted in Canvas Orientation, on CONHI website, and in BSN Handbook	Date for Next Review: April 2026
Official SharePoint Location Name and Path: UG Policies and Procedures Undergraduate - UG Policies and Procedures - All Documents (sharepoint.com)	Comments: 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 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. 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.

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.

Though it would be unusual that a positive CBC result is reported by GroupOne and not the BON, in such a case, the student will work with the BON to determine if a DO is required. The DUN will send the student's information to the BON to initiate the process.

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.

Revised March 2023