

**FREQUENTLY ASKED QUESTIONS
REGARDING BACKGROUND CHECK REQUIREMENTS FOR MARICOPA COMMUNITY COLLEGE STUDENTS
ADMITTED INTO
HEALTHCARE PROGRAMS ON OR AFTER SEPTEMBER 1, 2011**

Why are these new background check requirements necessary?

These changes are necessary for students admitted September 1, 2011 or after because some of MCCCDC's largest clinical experience hospital partners have established more stringent background check standards for students that are equivalent to the background check standards the hospitals use when they are hiring their own new employees. In order for MCCCDC students to be able to continue to complete their required clinical experiences at local hospitals and to be eligible for employment after graduation, MCCCDC students must meet these new standards.

I have been on the wait list for a period of time. Isn't it unfair that I would now be prevented from being placed in a Program due to my background check results?

MCCCDC understands that some students who have been waiting to enroll in a program may not be able to do so due to these more stringent requirements. However, Students who cannot be placed in a clinical setting – and thus complete their program of study – will have wasted time, effort and educational investment. In the interest of ensuring that its students avoid that predicament as well as ensuring that MCCCDC programs comply with the strict standards of its clinical agency partners, MCCCDC must take its lead from the clinical partners.

Why are clinical agencies getting tough on standards for their employees and for students who do their clinical training experience there?

Healthcare workers work in a very noble endeavor and are held in a position of trust by the public. Hospitals and healthcare clinical agencies set policies that apply to their own employees, students and faculty that are designed to maintain the highest levels of patient safety. To determine how best to prepare its students for completion of their programs and to maintain the trust and confidence of those agencies, MCCCDC asked for and obtained minimum standards from the following health care systems: Abrazo, Banner, Carl T Hayden, Catholic Health Care West, Hacienda Health Care, John C. Lincoln Health systems, Maricopa Integrated Health Systems, Mayo Health Care, Phoenix Children's Hospital, Scottsdale Health Care. Those systems establish the terms for placement of a significant number of MCCCDC's healthcare students and are now requiring the standards that MCCCDC is implementing.

For admission to a healthcare program as of September 1, 2011 why must I have to obtain both an Arizona Department of Public Safety (DPS) Level One fingerprint card AND a supplemental background check?

Local hospitals have different background check requirements.

- Some hospitals require a valid DPS card
- Some hospitals require a valid Level One DPS card and exclusion of individuals with felony and misdemeanor convictions which are not precluded by the DPS card
- Some hospitals require an absolute ban for individuals with felony convictions

Availability of clinical spaces for students at local hospitals is limited. To be able to assure that a student can complete the necessary requirements of their healthcare program MCCCDC must admit students who can be placed at any clinical agency. This also increases the possibility of a student being able to obtain employment after graduation.

What is the difference between a Level One DPS Card and other DPS Fingerprint Cards?

Level One cards show that an individual meets the most stringent background check criteria that the Arizona Department of Public Safety utilizes for healthcare applicants. Other levels of DPS cards do not exclude all convictions that are objectionable to local clinical agencies.

How do I know if I have a Level One card?

A Level One card has the "Level One" designation printed on the front of the card. If a card does NOT have that designation, it is NOT a Level One card and does not meet MCCCCD admission requirements.

If I do not currently possess a Level One card, how do I obtain one?

You must submit a new set of fingerprints and a new application to DPS as well as pay the fees for this process (fingerprint rolling-\$15.00-\$20.00, DPS application- \$65.00).

If after reapplying for a Level One card I am unable to obtain one but I obtain another level of DPS card, am I eligible for admission to MCCCCD healthcare program?

No. Only students who can show proof of a Level fingerprint clearance card are eligible for admission to MCCCCD healthcare programs.

What if I believe DPS had inaccurate information?

Students who are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Level One Card and meets the other requirements for admission, he or she will be not admitted to an MCCCCD healthcare program.

How do I obtain the MCCCCD supplemental background check? What is the cost?

MCCCCD is in the process of selecting a vendor to conduct the background checks for students. When that vendor is selected, students will be informed of the process to obtain the supplemental background check. It is anticipated the cost of the background check will be \$60.00-80.00. The cost must be paid by student.

What will I be asked to provide for the MCCCCD supplemental background check?

The background check vendor data collection form may ask for the following information but the form may change from time to time:

- Legal Name
- Maiden Name
- Other names used
- Social Security Number
- Date of Birth
- Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
- Pending criminal charges that have been filed against you including dates and details.
- Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld

Honesty when completing background check materials is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a MCCCCD healthcare program if the information that should have been disclosed to the background check vendor, but was not, would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to immediately report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal, DPS Fingerprint Clearance Card, or removal or discipline imposed on any professional licensure or certificate at any time during enrollment in a Program.

What will the MCCCDC supplemental background check be looking at?

The background check vendor will be asked to "pass" or "fail" each student based on the standards of MCCCDC's clinical experience partners that have established the most stringent requirements. MCCCDC will only know whether a student has "passed" or "failed." It will not have any information from the background check vendor about the reasons for the "grade."

The MCCCDC supplemental or the clinical agency background check may include but are not limited to the following:

- Nationwide Federal Healthcare Fraud and Abuse Databases
- Social Security Verification
- Residency History
- Arizona Statewide Criminal Records
- Nationwide Criminal Database
- Nationwide Sexual Offender Registry
- Homeland Security Search

What would lead to a "fail" on the MCCCDC supplemental background check?

The current barrier offenses that will lead to a "failing grade" are listed below. Please note that they are subject to change.

Social Security Search-Social Security number does not belong to applicant

Any inclusion on any registered sex offender database

Any inclusion on any of a Federal exclusion lists or Homeland Security watch list

Any conviction of Felony no matter what the age of the conviction

Any warrant any state

Any misdemeanor conviction for the following, no matter how long ago

- violent crimes
- sex crime of any kind including non consensual sexual crimes and sexual assault
- murder, attempted murder
- abduction
- assault
- robbery
- arson
- extortion
- burglary
- pandering
- any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
- any abuse or neglect
- any fraud
- illegal drugs
- aggravated DUI

Any misdemeanor controlled substance conviction last 7 years

Any other misdemeanor convictions within last 4 years

- Exceptions:
 - Any misdemeanor traffic (DUI is not considered Traffic)

What happens if I obtain a "fail" result on the MCCCC supplemental background check?

You will not be eligible for admission or continued attendance into an MCCCC healthcare program. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCC.

What is my obligation if a clinical agency requests to perform additional background checks?

Some clinical agencies may require additional components of a criminal background check, other than those required by MCCCC, as well as additional drug screening. Students are required to pay for any and all criminal background checks and drug screens required by a clinical agency to which they are assigned

Even though a student possesses a valid DPS Level One Fingerprint Clearance Card and has passed the MCCCC supplemental background check, a student may still not be accepted by a clinical agency due to information the clinical agency obtains in an additional background check. Some issues that have resulted in students being declined at local clinical agencies include:

- pending criminal charges, even if not yet adjudicated
- outstanding warrants
- unfinished terms of a sentence, i.e. unpaid fines
- pattern of repeated types of arrests/convictions
- failure by student to disclose any or all past arrests/convictions

What happens if I am declined by a clinical agency?

There is a severe shortage of clinical resources. Therefore, if a clinical agency to which a student has been assigned does not accept the student based on their criminal background check, the student may be unable to complete the Program. MCCCC may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency. MCCCC has no obligation to make attempts to place a student when the reasons for lack of placement are criminal background check issues. Since clinical agency assignments are critical requirements for completion of the Program, inability to complete required clinical experience due to my criminal background check will result in removal from the Program.

I have already submitted an application for admission to a Program and I am on a wait list for an MCCCC healthcare program. How do these new requirements affect me?

When you are actually placed in a healthcare program, you must be able to show on your first day that you have met these new requirements (Level One DPS card and "pass" on MCCCC supplemental background check). Additionally, you must have completed the MCCCC supplemental background check in the six months prior to the day you begin your healthcare program.

If while you are on the waiting list you wish to complete the MCCCC supplemental background check to ascertain that you have a "passing" status, we are attempting to arrange with the new vendor that you may do so. We are estimating the cost will be approx \$60.00-\$80.00. Please be aware that when you are placed in a program you must be able to show a "pass" status on your supplemental background check within the six months prior to your first day of the healthcare program.

If I was admitted to a MCCCDC healthcare program PRIOR to September 1, 2011, what background check requirement applies to me?

Students admitted to healthcare programs PRIOR to September 1, 2011 must meet background check requirements that were in place at the time of their admission to the program. If you are unsure, contact the Program Manager of your program.

If you have questions please contact:
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