

STUDENT BACKGROUND CHECK, DRUG SCREENING & HEALTH TRACKER INFORMATION

STOP

**FAILURE TO READ ALL INSTRUCTIONS
MAY RESULT IN A DOUBLE FEE AT YOUR EXPENSE!**

STOP

To comply with the requirements of accrediting organizations, clinical/field placement affiliates, State and Federal laws governing licensing, and potential employers, certain HGTC students are required to have acceptable criminal background checks (CBC) and/or urine drug screening (UDS) and/or appropriate health information/immunizations to participate in placement(s) at clinical and field facilities. Typically, these checks and proof of health information/immunizations must be provided prior to the start of the first semester requiring clinical/field placement. Admission to any of the programs listed below is conditional. Unsatisfactory results on the criminal background check or urine drug screening, or failure to complete any required health/immunization standards WILL prevent enrollment or result in the removal from the program of study if currently enrolled.

NOTE: Should your enrollment be interrupted (i.e., you miss a semester), new results for background checks, urine drug screening and/or health/immunization may be required. All fees and costs associated with any checks, screenings or immunization are the responsibility of the student.

The following programs require a criminal background check (CBC) and/or urine drug screen (UDS) along with Health Tracker Immunization documentation

Summer 2024 SEMESTER DUE DATES

PROGRAM	COMPLETE CRIMINAL BACKGROUND CHECK (CBC) DURING:	COMPLETE URINE DRUG SCREEN (UDS) DURING:	UPLOAD DOCUMENTS TO CASTLE BRANCH *TRACKER:
Dental Hygiene – Current Students	04/30/24 – 05/03/24	04/30/24 – 05/03/24	4/30/24 – 05/02/24
Diagnostic Medical Sonography - Current	04/15/24 – 04/22/24	NA	04/15/24
Emergency Medical Tech (EMT BASIC)	04/15/24 – 04/22/24	04/30/24 – 05/03/24	05/09/24
Medical Laboratory Technology - Current	NA	NA	06/15/24
Nursing 101	04/08/24 – 04/15/24	04/15/24 – 04/22/24	04/15/24
Nursing 120, 220, and 221	04/15/24 – 04/22/24	04/15/24 – 04/22/24	04/15/24
Nursing 150 and 162	04/15/24 – 04/22/24	04/15/24 – 04/22/24	*04/15/24 / 05/02/24
Nursing 201 AP - New Students	04/08/24 – 04/15/24	04/15/24 – 04/22/24	*04/15/24 / 05/02/24
Paramedic – New Students	04/30/24 – 05/03/24	04/30/24 – 05/03/24	04/30/24
Paramedic – Current Students	NA	NA	04/15/24
Patient Care Medical Assistant (AHS 163)	Before Class Registration	04/30/24 – 05/03/24	05/09/24
Phlebotomy (AHS 141/167)	Before Class Registration	04/30/24 – 05/03/24	05/09/24
Practical Nursing – GS: PN 110	NA	NA	06/15/24
Practical Nursing – GT: PN 140	04/15/24 – 04/22/24	04/15/24 – 04/22/24	04/15/24
Radiologic Technology – New Students	04/08/24 – 04/15/24	04/15/24 – 04/22/24	*04/15/24 / 05/02/24
Radiologic Technology – Current Students	NA	NA	*04/15/24 / 05/02/24
Respiratory Care – Current Students	NA	NA	*04/15/24 / 05/02/24
Surgical Technology – Current Students	04/30/24 – 05/03/24	04/22/24 – 04/26/24	*04/01/24 / 05/02/24
Vascular Technology	04/15/24 – 04/22/24	04/15/24 – 04/22/24	04/15/24

* All health tracker requirements are due by the first date listed above, except the GHO Care Learning Modules and the TB requirement because they are yearly requirements. If you complete them early, you will then have to complete them again this Fall semester prior to next Spring semester since any item expiring during the semester **MUST** be completed prior to the start of the semester. Do NOT start the GHO modules before 04/30/24. They are due 05/02/24. If completing the 2 step PPD, you may begin the process 04/22/24, be sure the final results (the 2nd Read date is dated April 30 – May 2). If completing the QFT, do not have your blood drawn before 04/29/24. Due 05/02/24 or when you receive the results.

**The following programs require a criminal background check (CBC) and/or urine drug screen (UDS)
A Castle Branch health tracker is not required**

PROGRAM	COMPLETE CRIMINAL BACKGROUND CHECK (CBC) DURING:	COMPLETE URINE DRUG SCREEN (UDS) DURING:
Cybersecurity	Fall Semester	NOT REQUIRED
Criminal Justice	Before Class Registration	NOT REQUIRED
Police Pre-Academy	Before Class Registration	NOT REQUIRED
Early Care & Education	Before Class Registration	NOT REQUIRED
Early Childhood Development	Before Class Registration	NOT REQUIRED
Teacher Education (EDU 102, 110)	Before Class Registration	NOT REQUIRED
Human Services (HUS 101, 250)	Before Class Registration	NOT REQUIRED
Cosmetology	Before Class Registration	Before Class Registration
Esthetics	Before Class Registration	Before Class Registration

CRIMINAL BACKGROUND CHECKS (CBC):

Conviction of certain crimes may make a student ineligible to apply for licensure, ineligible to take certification examinations or ineligible for employment in certain fields. As such, HGTC reserves the right to disallow admission into certain programs of study if students are ineligible as defined by the guidelines listed here or others that may come into existence.

In situations in which a student has a conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges the program MAY bar admission to or DISMISS a student from a clinical course or program of study:

- Crimes involving violence against the person, including, but not limited to: murder, manslaughter, use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill, sex crimes, abuse of children or the elderly, abduction, robbery;
- Crimes occurring involving the distribution of drugs;
- Crimes occurring involving illegal use or possession of weapons, including, but not limited to: guns, knives, explosives or other dangerous objects;
- Crimes occurring involving dishonesty or moral turpitude, including, but not limited to: fraud, deception, embezzlement, financial exploitation, shoplifting, petit larceny, bad check; and
- Any other crime(s) or pattern of recurrent criminal or illegal behavior(s) will be reviewed on an individual basis.

Please note that Driving under the Influence (DUI) and Driving under Suspension (DUS) are NOT considered minor traffic violations. These patterns of behavior may result in withdrawal from the program of study.

The background investigation starts at the time the student becomes an adult or the “age of majority”. The following searches conducted include but are not limited to: US, Federal, State, and County Criminal History, National Sex Offender Registry, Patriot Act thru OFAC, FACIS (Fraud Abuse Control Information System), Office of Inspector General, and General Services Administration (GSA).

Criminal Background Check Findings: Completed criminal background checks will be reviewed and indicated by a “Negative” or “Positive” result. If a negative criminal background check is returned by the vendor, the student will be considered to have satisfied that portion of the eligibility requirement for progression into clinical/field placement.

Positive Result: If a “positive” background check is returned, the student will be notified to discuss the problem and will be required to provide additional information as part of the application, such as the terms or conditions of any plea, penalty, punishment, sentence, probation or parole; details regarding the offense; and the applicant’s reflections on the experience. If the student believes that the background check is in error and can provide documentation of records expunged or pardoned, then the background check will be reviewed by the dean, department chair and/or clinical affiliates to determine eligibility for clinical placement. If the student is unable to refute the background check finding(s), the student may be ineligible for progression into clinical/field placement.

ATTENTION:

- Current and new students MUST notify the Clinical Admissions Office of any arrests, criminal charges, situations or incidents (including taking illegal drugs) that occur against the student **AFTER a background check is purchased but no later than seven (7) calendar days** of such charge or conviction. Failure to notify the CA Office may result in dismissal from the program.
- Current and new students MUST notify the Clinical Admissions Office of any arrests or criminal charges filed against the student that are **not appearing on the background check**. Failure to notify the CA Office may result in dismissal from the program.

STOP **BEFORE PROCEEDING: YOU MUST FIRST HAVE APPLIED AND BEEN ADMITTED TO AN APPLICABLE PROGRAM OF STUDY unless you are completing a preliminary report directed by the Clinical Admissions Office.**

- All students completing a background check MUST complete the [online Affidavit Acknowledgement form](#). **If this form was printed for you instead of emailed, go to www.hgtc.edu/current_students/forms.html to access the Affidavit Acknowledgement form.**
- The CBC and UDS results will automatically be shared with us. A copy of your background check results will be sent to the email address you provided during your purchase. You will NOT receive a copy of your drug screening.
- Questions or issues regarding your CBC/UDS purchase, please email MerchantServices@premierbiotech.com or call 888-686-9909 for assistance. Please reference your order # in your email.

Steps to complete the **Criminal Background Check (CBC)**

There is a non-refundable fee the student pays to Premier BioTech. This fee cannot be "billed" to the student.

**PLEASE COMPLETE THIS ORDERING PROCESS ON A DESKTOP OR LAPTOP COMPUTER
MOBILE DEVICES ARE NOT RECOMMENDED**

- 1) Complete the [Additional Admission/Placement Requirements Affidavit](#) by clicking the link OR go to www.hgtc.edu/current_students/forms.html and click on the **Affidavit Acknowledgement** link.
- 2) Go to <https://premierbiotech.com/CustomerOrder/OrderingPortalByProduct/127>
- 3) Select your program of study.
- 4) Select the link for Background Screen.
- 5) Select "ADD TO CART"
- 6) Complete form and select "PROCEED TO CHECKOUT"
- 7) After you enter your credit card information, click on **Continue to Complete Background Check**. You will be redirected to the **Online Submission Form** page.
- 8) You will need to click on each of the headers to complete that section. They include the Disclosure, Personal Info, Addresses, Driver's License, State and then E-sign.

HOME > AUTHORIZATION RELEASE

Online Submission Form

SR&I is an authorized agent providing background screening services on behalf of Premier Biotech, Inc.

* Required fields.

Disclosure Personal Info Addresses Driver's License State E-Sign

- 9) Your report is not in process until you e-sign the online form and click Submit.

Steps to complete the **Urine Drug Screening (UDS)** *(if applicable to your major)*
There is a non-refundable fee the student pays to Premier BioTech. This fee cannot be "billed" to the student.

Step 1: Purchasing the Urine Drug Screening
PLEASE COMPLETE THIS ORDERING PROCESS ON A DESKTOP OR LAPTOP COMPUTER
MOBILE DEVICES ARE NOT RECOMMENDED

- ✓ Go to <https://premierbiotech.com/CustomerOrder/OrderingPortalByProduct/127>
- ✓ Select your program of study.
- ✓ Select the link for Drug Screen.
- ✓ Select "ADD TO CART"
- ✓ Complete form and select "PROCEED TO CHECKOUT"
- ✓ Complete all additional steps/forms, including payment.
- ✓ After you enter your credit card information, click on **Place your Order**.
- ✓ You will then receive an email from merchantservices@premierbiotech.com that will instruct you to download the authorization form (lab order) to take to the closest LabCorp or Quest. You may need to check your SPAM or Junk folder.

Step 2: Going to the lab

- ✓ Take the lab order you downloaded, following the directions above, to the lab.
- ✓ After you provide your specimen, the lab will give you a chain of custody form that you should keep until your clinical starts.
- ✓ **BEFORE leaving the lab:**
 - 1- **Double check to make sure HGTC is listed under Employer.**
 - 2- **If HGTC is NOT listed as the employer, notify the lab tech before leaving. If not, your specimen results will not be received, and you may need to retest delaying your clinical start date.**
- ✓ If you are currently taking any medications that will result in a positive UDS, obtain a medication printout/list from your pharmacist, and contact the Medical Review Officer at 877-585-7366, option 1.
- ✓ If you experience any technical difficulties, please contact Premier BioTech at 888-686-3696 or merchantservices@premierbiotech.com.

Clinical Requirements Health Tracker Guide *(if applicable to your major)*

Castle Branch Tracker

To be completed by ALL Nursing, Dental Sciences, EMT, Imaging Sciences, HealthCare Science, Physical and Occupational Therapy and Massage Therapy Students

How will the Clinical Admissions Office receive my clinical requirements documents?

- All clinical requirements documentation MUST be uploaded into the student's Castle Branch compliance tracker account.
- The fee for the Castle Branch Compliance Tracker is a one-time fee for 5 years.
- If you already have a Castle Branch Compliance Tracker, you do not need to purchase another one if you return to your program OR change programs. Email hgtc-clinical@hgtc.edu requesting we unarchive or move your tracker.
- If you have an existing Castle Branch account for purchasing a background check in the past, but have NOT purchased the compliance tracker AKA Medical Document Manager CRR, you must purchase it. We are unable to view documents that are uploaded to your Document Center.
- Click here to purchase and create your Castle Branch Tracker account - <https://portal.castlebranch.com/HB36>
 - After you click Place Order, click on the + beside Please Select.
 - You will select your program and then Compliance Tracker.
- After creating your account, you will access your account by logging into <https://login.castlebranch.com>. Documents should be uploaded under TO-DO LISTS.

Exciting news! CastleBranch now offers assistance videos to better assist you with navigating your myCB account! Click [\(here\)](#) to access the new videos!

MESSAGES (1)

TO-DO LISTS

DOCUMENT CENTER

RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements YG05 13 Requirements **INCOMPLETE**

Need help completing your requirements? [CLICK HERE](#) for a full list of Video Tutorials that can assist you in completing the requirements in the list below!

Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#)

Requirement	Date Due	STATUS
+ 1. CareLearning Transcript		Incomplete
+ 2. CPR Certification		Incomplete
+ 3. Physical Examination		Incomplete

- If you experience any technical difficulties, please contact Castle Branch @ 888-666-7788. Their hours of operation are 8 AM – 8 PM, Monday – Thursday and 8 AM – 6:30 PM on Fridays.

Questions or concerns? Email us @ HGTC-Clinical@hgtc.edu