

Congratulations on your acceptance to Mercy College of Ohio!

New students and **students returning to clinicals after an absence of four or more semesters** must order an account with **CastleBranch**, the company verifying that documents are complete and valid. The cost is approximately \$170, payable to CastleBranch.

Students returning to clinicals within three semesters must ensure that all CastleBranch information is compliant and that any new requirements have been met.

Information about clinical requirements and CastleBranch instructions are maintained on the Mercy College website at <https://www.mercycollege.edu/background>.

CastleBranch information and Mercy College website updates for Fall 2020 students are currently under revision and anticipated to be completed by July 8th (if the date is extended, the banner on the Mercy College website will be updated; once packages are ready to order, the banner will be removed).

- Clinical students follow Policy **530 Criminal Background Check and Drug Screen** (policy is currently under revision and will be posted on the Mercy College website when available).
- Only fingerprinting/background checks and drug tests processed through CastleBranch are accepted. Except for online out-of-state students, **fingerprinting MUST be done in Ohio. Michigan fingerprinting is NOT accepted.**
- Following the instructions provided by CastleBranch is vital.
- Fingerprinting/background check, drug test, health records and other required documentation must be compliant to meet and maintain eligibility to attend clinicals.
- Health records and background check requirements are subject to change between semesters based on clinical and/or hospital mandates. **Students must maintain all current clinical requirements while in the program to remain eligible for clinicals.**

We look forward to seeing you soon!



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Office: Compliance and Risk Management
Date: 6/5/200
Information: for returning clinical students