

**Cost of the FBI and OHIO BCI fingerprinting are included in the price of the CastleBranch package, but separate fees may be incurred for students completing state-specific fingerprinting requirements. Results from fingerprinting done outside of the CastleBranch process are not accepted.**

**BACKGROUND CHECK:** The background check generates automatically when student orders the CastleBranch account and appears automatically on student's account when processing is complete.

**FINGERPRINTING:** Fingerprinting must be completed following the CastleBranch instructions. Schedule fingerprinting as soon as possible after placing the CastleBranch order, as reports can take a month or longer to be processed.

Students enrolled in on-site classes in Toledo or Youngstown complete OHIO BCI & FBI fingerprinting (**fingerprinting must be done in Ohio**).

Students enrolled in online programs or those attending clinical or practicum rotations at sites outside of Ohio will complete FBI fingerprinting and other state-specific fingerprinting requirements as instructed.

1. Download *Direct Bill Registration* form from CastleBranch account and follow the instructions to schedule fingerprinting appointment.
2. **Verify all personal information is entered correctly.** Fingerprint reports processed using incorrect information will require student to pay for updated fingerprint reports.
3. Enter fingerprint scan date in CastleBranch.
4. Fingerprint reports will be mailed to the Clinical Compliance Coordinator, who will upload reports for CastleBranch to review. FBI and state fingerprint results may not be returned at the same time.
5. **If fingerprint reports have not been posted to CastleBranch after a month,** contact [janice.bernard@mercycollege.edu](mailto:janice.bernard@mercycollege.edu) with full name, Student ID, the program in which you are enrolled, and the date fingerprints were scanned so follow-up search can be done.
6. Student will be notified by program administrator if fingerprint "findings" on any reports require additional action.

The Ohio Board of Nursing has established a list of potentially disqualifying offenses for obtaining a nursing license (posted at <https://nursing.ohio.gov/wp-content/uploads/2021/04/List-of-Potentially-Disqualifying-Offenses-4.12.2021.pdf>). These disqualifying offenses may not be applicable to programs other than nursing; please see your program administrator if you have specific questions.

NOTE: Some clinical sites may require updated fingerprinting prior to clinical participation. Program's Clinical Coordinator will notify student of such requirements.

**Office: Compliance and Risk Management**

**Date: 6/15/21**

**Information for All Clinical Students**