Background Check and Fingerprint (BCI&I and FBI) Requirements

(Must be completed through CastleBranch process)

All Ohio and Michigan students must undergo a background check and Ohio & FBI fingerprinting (this may vary for some online programs and other out-of-state students whose clinical or practicum sites may have different requirements).

BCI&I and FBI results can take up to six weeks or longer to be returned during the busy summer season, so students should complete fingerprinting as soon as possible after creating the CastleBranch account.

Attention Youngstown students: If fingerprints are scanned at a Fast Fingerprints mobile unit during orientation and the CastleBranch account is not created within 24-48 hours, you must contact CastleBranch to ask whether the results have already been received (if results are returned before an order is placed there is nowhere to upload the results).

The Ohio Board of Nursing has established automatic bars to obtaining a nursing license (posted at http://nursing.ohio.gov/PDFS/Discipline/CRIMINAL_HISTORY_FACT_SHEET-July_2013.pdf). These automatic bars may not be applicable to programs other than nursing; please see your program administrator if you have specific questions.

Licensing Boards/credentialing agencies generally will not answer questions about whether findings on a background check or fingerprint report will affect the ability to be licensed or credentialed in a particular state until it is time for the student to sit for the exam.

Background Check Information:
- The Background Check is automatically generated when student creates the CastleBranch account (student must enter his/her SSN and date of birth in mm/dd/yyyy format).
- The background check report will search such records as residence history, county criminal search, Social Security alerts, Nationwide Record Indicator with Sex Offender Index and Nationwide Healthcare Fraud & Abuse.
- If there are any “findings” on the background check report, student must provide additional information to the program administrator, including court documents and a written explanation of the findings, to determine whether clinical placement will be affected.
- If allowed to continue, the program administrator will ask student to sign an acknowledgment of the findings and a waiver form.

Fingerprinting Information:
- On-site students in Toledo and Youngstown must complete State of Ohio BCI&I and FBI fingerprinting.
- Instructions on how to complete the fingerprinting and the fingerprint registration form will be available on student's CastleBranch account.
- Fingerprinting is done through Fast Fingerprints (www.fastfingerprints.com) at a location that offers Live Scan electronic fingerprinting.
- If there are “findings” on the fingerprinting results, student must provide additional information to the program administrator, including court documents and a written explanation of the findings, to determine whether clinical placement will be affected.
- FBI findings also require the student to request and upload a copy of his/her RAP sheet report (instructions will be added to the fingerprinting section of the CastleBranch account).
- If allowed to continue, the program administrator will ask student to sign an acknowledgment of the findings and a waiver form.

Fingerprint results will automatically be uploaded to student’s CastleBranch account.

Office: Compliance and Risk Management
Date: 10/11/18
Information: for all clinical students