

Background Check and Fingerprinting

Page 1 of 2

Costs of the initial background check and fingerprinting are included in the price of the CastleBranch package. **Separate fees may be incurred for students completing some out of state Nationwide (Daon) state-specific fingerprinting requirements.**

Accurately enter full name, date of birth and other personal information when placing orders. Corrected reports can incur additional fees. **Fingerprint results completed outside of CastleBranch's process are not acceptable. The program administrator will notify student if "findings" on any reports require additional action.**

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 process.

1) OHIO BCI & FBI Fingerprinting

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

- a) Download *Direct Bill Registration* form from CastleBranch account and follow the instructions to schedule fingerprinting appointment.
- b) Enter fingerprint scan date in CastleBranch (very important!).
- c) Ohio BCI/FBI reports will be returned to the Clinical Compliance Coordinator, who will upload reports for CastleBranch to review. FBI and state fingerprint results may arrive separately.
 - i) **If Ohio BCI/FBI fingerprint reports have not been posted to CastleBranch after a month,** contact 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.

2) Out of State - Nationwide (Daon/DTIS)

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

- a) **Carefully read FULL CastleBranch instructions about completing Nationwide/DAON fingerprinting and retrieving results before proceeding with out of state fingerprinting.**
 - i) The link to retrieve results **expires within 30 days, so failure to follow the instructions may result in having to place another fingerprint order.**
 - ii) Student is responsible for uploading report to CastleBranch before link expires.
- b) Once Daon receives fingerprint card and confirmation page, standard processing takes approximately five business days (some results may take longer).

Office: Compliance and Risk Management

Date: 11/11/25

Information for All Clinical Students

Background Check and Fingerprinting

Page 2 of 2

- c) Daon (DTIS) will email student when results are ready to view. **Check email AND spam folder to ensure the Daon/DTIS notification isn't missed, because reports are deleted after 30 days.**
 - i) The email will include a link to log in to the Daon account (student can also log in to the Daon account at any time to check the status of the request).
 - ii) Upon logging in to Daon, the green banner at the top of the page will show the results of the "Double Check Background Check" along with a link to view results.
- d) **SAVE RESULTS immediately after accessing the electronic results.** Only use a computer from which you can securely print/ save the results.
 - i) **If student navigates away from the website or closes the page, results are deleted from the system per FBI protocol.** There will be no way to receive a copy of the results without paying for and repeating the entire process.
 - ii) **Students have a maximum of 30 (thirty) days to access posted results** before Daon permanently deletes results per FBI protocol.
- e) **Students who do not see the email notification within 2-3 weeks must contact Daon (DTIS) for further assistance.** If it has been 30 days or more and report has been deleted, student must pay for and complete a new fingerprint package.

The Ohio Board of Nursing has established a list of potentially disqualifying offenses for obtaining a nursing license (posted at

https://dam.assets.ohio.gov/image/upload/nursing.ohio.gov/uploads/List_of_Potentially_Disqualifying_Offenses_-_Sept_2025.pdf)

Disqualifying offenses may not be applicable to all programs and other programs may include different offenses. 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: 11/11/25

Information for All Clinical Students