

Cost of OHIO BCI/FBI fingerprinting are included in the price of the CastleBranch package, **but separate fees may be incurred for students completing out of state Nationwide (Daon) state-specific fingerprinting requirements.** Verify that full name, date of birth and other personal information is entered accurately, or additional fees can be incurred for corrected reports. **Results from fingerprinting done outside of Mercy College's 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 Nationwide 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) Enter fingerprint scan date in CastleBranch - very important!
- 3) Fingerprint reports:
  - a) Ohio BCI/FBI 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.
  - i) **If Ohio BCI/FBI 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.
  - ii) **Out of state Nationwide (Daon/DTIS) FBI reports will be temporarily available online to the student.** Email notification will come from Daon (DTIS) stating that results are ready to be viewed. **Check Spam email folder to make sure the Daon/DTIS notification isn't missed, because the report is deleted after 30 days.**
    - (1) 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, a new fingerprint package will need to be ordered.
- 4) 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: 5/27/22**

**Information for All Clinical Students**