DEPARTMENT OF HEALTH SCIENCES HELEN AND ARTHUR E. JOHNSON BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES BACKGROUND SCREENING PROGRAM
Effective August 1, 2013

Purpose
The Department of Health Sciences and the Arthur E. Johnson Beth-El College of Nursing and Health Sciences ("CONHS") at the University of Colorado Colorado Springs ("UCCS") requires students to purchase a background check thru TC logiQ for the purpose of determining eligibility for internships. Background checks and screening is mandatory for all students who are enrolled in the Department of Health Sciences in CONHS at UCCS.

Program Guidelines
The TC logiQ background check process is designed to:

1. Protect the confidentiality of information and the privacy of the Dept. of Health Sciences students.
2. Review student screening on the criteria established by the Dept. of Health Sciences.
3. Provide those students who have been screened with an opportunity to challenge incorrect information found in the screening process before a result is forwarded to the Dept. of Health Sciences.
4. Forward any results in the student background check that fail to meet Dept. of Health Sciences/CONHS background screening criteria and any action in those instances where the screening results produce disqualifiers to the Health Sciences Department Chair. Any negative results will not be disclosed to anyone outside of the screening administrative process.
5. Provide a background screen performed on the student based on the student's name, date of birth, address history and social security number.

Cost
The total cost for the background screen is Twenty-Eight Dollars ($28.00). This fee will be paid to TC logiQ by the student at the time that he/she goes online to initiate a background screen. TC logiQ will accept payment through the online payment service Authorized.Net

Required to be Screened
All Dept. of Health Sciences internship and practicum students within CONHS at UCCS.

Screening Criteria for Eligibility
The screening criteria that will be utilized to evaluate background screens are as follows:

- Currently on probation;
- Registered sex offenders;
- Any crimes involving sexual misconduct;
- Any crimes of child abuse or neglect;
- Any crimes involving firearms;
- Any offense involving distribution or intent to distribute illegal drugs or substances;
- Conviction of or plea of no contest to any felony;
- Felonious assaults or batteries;

- Conviction of or plea of no contest to any misdemeanor that indicates the individual may pose a threat to the integrity or safety of the school environment or relate to the individual duties;
- More than one (1) DUI within five (5) years;
- A pattern of criminal charges, even if the charges were dismissed, which cause concern that the individual may pose a threat to the integrity or safety of the school environment;
- Intentionally falsifying any information or documents submitted during the application process
- Any finding by an administrative agency (i.e. Department of Child Services)
- Criteria for rejecting a volunteer from transporting students may include:
- No one with a suspended/revoked license within the past 3 years.
- Any conviction of DUI within the last 7 years is an automatic denial of clearance to transport students

Frequency of Screening

The Dept. of Health Sciences in CONHS at UCCS students who are subject to screening will be required to be screened on an annual basis.

Screening Provider

After conducting an extended search, the Dept. of Health Sciences selected TC logiQ, Inc. as its background screening provider. TC logiQ is a specialty consulting firm that provides professional screening services. More information about this Colorado Springs Company is available on the TC logiQ website.

Process

1. To initiate Background Screening, go to the TC logiQ website.

Please note that you must use Internet Explorer (version 8.0 or higher) when initiating your background screening.

- Use the Click Here to Begin Background Screening Process link.
- You will be asked if you are a renewing applicant or a new applicant.
- Select new applicant.
- You will be directed to create a username and password with three question and answers associated with your log-in information. This is the first step out of five steps (hereinafter the steps will be referred to as "Screen").

2. **Screen 1** - The Applicant will create a username and password, and input his/her email address. After the Applicant clicks on the save and continue button an email will be generated to the Applicant and the email will include his/her username and password in case the Applicant is unable to complete the screening application for some reason. Then, he/she can log back-in and return to the screen where he/she left-off.

3. **Screen 2** - On the second screen the Applicant will be directed to CNHS Screening Application. The Applicant will be asked to provide the following information:

Legal First Name	Email Address
Preferred First Name	Name
Middle Name	CNHS ID#
Last Name	Birth Date
Suffix	U.S. Citizen (Yes/No)
Maiden Name	Gender
Street Address	Height
City, State, Zip Code	Eye Color
Home Phone Number	Race
Cell Phone Number	Counties/States/Countries lived in since age of 18

The Applicant will also be asked to disclose any previous arrests or convictions. In addition, the Applicant will receive another automatic email notification from TC logiQ. In this email, the Applicant's username and password will be displayed again so that he/she can check the status of the background screening through TC logiQ website. The email will also describe the process and other related information about the background screening.

4. **Screen 3** - On the third screen, the Applicant will be asked to verify the accuracy of the information that he/she inputted on the previous screen shot. If the information was inputted incorrectly, then, the Applicant can edit this information by clicking on the "make change button" located at the bottom on the screen.
5. **Screen 4** - On this screen, the Applicant will enter his/her payment information. After the Applicant submits his/her credit card information, the Applicant is asked to verify the information before proceeding to the next page. TC logiQ uses Authorize.net as a third-party vendor to transfer electronic payments securely.
6. **Screen 5** - On the fifth screen, the Applicant will be asked to execute the credit card payment and initiate the background screening search by clicking the button below the page. This page will also display the Applicant credit card information along with his/her personal information. There are instructions listed on this page describing the timeline for the background screening process. After the Applicant clicks on the button to execute his/her payment and initiate the background screening he/she will be directed to a thank you page.

Review & Appeals Process
In the event that a background screening returns information that the student believes is not accurate, he or she will have the opportunity to dispute that information with "TC logiQ." To protect the student confidentiality and allow due process, this opportunity will precede any communication of information to Dept. of Health Sciences in CONHS at UCCS. In addition, there will be a hearing process available before a review panel should the student choose to challenge a negative finding on his/her eligibility to be an employee or volunteer.

Information Management and Exchange

This program places the responsibility for information management and retention on the screening provider, TC logiQ. Except in those few instances where a student background screen returns information that makes him or her ineligible to be placed in an internship he/she then chooses to appeal the decision, the Dept. of Health Sciences in CONHS at UCCS will not be privy to or store the information returned in a students' background screen.

We thank you in advance for your cooperation and participation in the CONHS Background Screening Program. To facilitate the process and allow enough time, we strongly advise you to initiate the screening as soon as possible. Please direct any questions that you might have about the program to the designated Health Science Department, Program Assistant.