

CRIMINAL BACKGROUND CHECKS & DRUG SCREENS: PROCESSES AND PROCEDURES

Students admitted to the Exercise Science Program may be required to undergo a Level 2 criminal background check, fingerprinting, and/or a drug and/or alcohol screen, dependent upon their experiential learning site requirements. Background checks, fingerprinting, and drug and/or alcohol screens are completed at the students' expense. If required, students will be notified prior to the commencement of their experiential learning experience, with ample time to complete the required element(s). Students are required to complete the background check, fingerprinting, and/or drug and/or alcohol screen at least 3 weeks prior to the commencement of their experiential learning experience.

Rationale: Health professionals often treat patients who are considered to be vulnerable. In order to protect these vulnerable patients, additional screenings (such as criminal background checks, fingerprinting, and drug and/or alcohol screens) are being required by many health care institutions. It is important for students to realize that a criminal record may significantly impact their ability to participate in experiential learning experiences if they have certain misdemeanors or felonies on their records. Refusal to submit to a background check/ fingerprinting, or submission of a background check/ fingerprinting with certain misdemeanors or felonies may result in an inability to be placed at an experiential learning site, and inability to complete the Program of Study. Additionally, certain experiential learning sites may require additional specific background reviews and/or drug screens prior to the student commencing an Experiential Learning opportunity.

FGCU has an agreement with CastleBranch (<http://www.castlebranch.com>) to perform all students' criminal background checks, fingerprinting and drug and/or alcohol screens. All students will complete required elements through CastleBranch unless a different vendor is required by the assigned experiential learning site.

The CastleBranch background check will consist of the following components:

- Florida Statewide Criminal Records (FDLE)
- Social Security Verification
- Residency History
- Nationwide Sexual Offender & Predator Registry
- Nationwide Healthcare fraud and Abuse Scan
 - Medicare & Medicaid Sanctioned, Excluded individuals
 - Office of Research Integrity (ORI)
 - Office of Regulatory Affairs (ORA)
 - State Exclusion List

- FDA debarment Check
- Office of Inspector General (OIG)-List of Excluded Individuals/Entities
- General services Administration (GSA) – Excluded Parties List
- U.S. Patriot Act
 - Terrorism Sanction Regulations
 - Office of Foreign asset Control (OFAC)
 - List of Specially Designated Nationals (SDN)
 - U.S. Treasury
 - Department of State Trade Control (DTC) Debarred Parties

The CastleBranch fingerprinting will consist of the following components:

- Florida Statewide Criminal Records (FDLE)
- National Criminal Records (FBI)

The CastleBranch drug screen (10+CRT-Bund) will test for the following substances:

- Amphetamines (AMP)
- Barbiturate (BAR)
- Benzodiazepines (BZD)
- Cannabinoids
- Cocaine (COC)
- Creatinine (CRT)
- Methadone (MTD)
- Methaqualone
- Opiates (OPI)
- PH
- Phencyclidine (PCP)
- Propoxyphene (PPX)

Rights: Students have the right to review the information reported by CastleBranch for accuracy and completeness and to request that the agency verify that the background information provided is accurate. CastleBranch will provide the student with access to the background check report and inform the students of his/her rights via email. Students are responsible for providing accurate contact information to CastleBranch. Students are responsible for the consequences of CastleBranch being unable to contact the student.

Process:

1. This guidebook serves as the student notification that background checks, fingerprinting, and/or a drug and/or alcohol screens may be required, dependent upon the requirements of assigned experiential learning sites.
2. The student reviews Appendix IX: Criminal Background Checks & Drug Screens: Processes and Procedures, and signs the signature page at the end of the Exercise Science Student Guidebook, acknowledging his/her responsibility for the release of any and all results of required screenings to affiliated experiential learning sites.
3. Students are required to complete the background check, fingerprinting, and/or drug and/or alcohol screen at least 3 weeks prior to the commencement of their experiential learning experience. Failure to undergo the required screenings in a timely manner will result in a delay or inability to start the experiential learning experience; adversely affecting student's Program of Study and resulting in placement on Academic Probation.
4. The CastleBranch procedure is as follows:
 - a) Student visits <https://www.castlebranch.com/> and clicks on "Place Order"
 - b) Student will enter the package code (provided to students via email)
 - c) Student will provide the necessary information (i.e. name, date of birth, etc.) to complete the screening and to set up their profile.
 - d) Student will indicate any additional names or addresses used in the past 7 years.
 - e) Student will select a method of payment (CastleBranch accepts Visa, MasterCard and Money orders). The cost of the criminal background and fingerprinting package is approximately \$116. Drug screen package is approximately \$38.
 - f) Sign CastleBranch release form(s).
 - g) For fingerprinting and drug and/or alcohol screen, student will be prompted to schedule an appointment. The student must schedule an appointment with one of the vendors listed by CastleBranch.
 - h) Students will receive a confirmation email within 2-3 days (after scheduled appointment, if applicable), with their password to review results.
 - i) To allow others to review the background check, fingerprinting, and/or drug and/or alcohol screen, students should direct the third party to the CastleBranch website. The third party will need to enter student's password in the "view background check" field and provide the last 4 digits of student's SSN.
 - j) Students may obtain a free copy of A Summary of Your Rights under the Fair Credit Reporting Act by visiting <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>

Codes for purchasing required packages are as follows:

[FL84: Background Check & Fingerprinting](#)

[FL84dt: Drug Test](#)

[FL84fp: Fingerprinting](#)

[FL84fpbgim: Background Check - Fingerprints - Compliance Tracker](#)

[FL84im: Compliance Tracker](#)

5. Certain findings in a background check could preclude participation in Experiential Learning at certain affiliated Experiential Learning sites.

In reviewing screening results, the following factors may be considered:

- Nature and seriousness of the offense or event
- Circumstances surrounding the offense or event
- Relationship between the offense or event and the duties to be performed as part of the educational process
- Age of the person when the offense or event occurred
- Whether the offense or event was an isolated or repeated occurrence
- Length of time since the offense or event
- Past employment and history of academic or disciplinary misconduct
- Evidence of successful rehabilitation
- Accuracy of the information provided by the student

The safety of program faculty, staff, students, and patients and the educational interests of the student are considered. In reviewing background check reports and supplementary materials, advice may be obtained from university council, university police, and other appropriate advisors.

6. If the report contains negative findings and the authorized program individual(s) determine that the student is unable to be placed at an experiential learning site rendering them unable to complete their Program of Study, the student will be notified in writing by the Exercise Science Program Director. Any financial losses incurred due to negative findings resulting in inability to complete the Program of Study are the responsibility of the student.
7. If discontinuance in the program is warranted, a student may appeal that decision in accordance with the university's grievance procedure for academic matters found within the Student Guidebook at <https://www2.fgc.edu/studentguidebook/>. If the student appeal is granted, the student must be aware that successful completion of the program cannot be guaranteed due to the potential lack of available Experiential Learning sites, based on the negative findings.

8. Once the initial required screening is completed, additional screenings will only be performed when the student self-reports a violation or when the experiential learning affiliated site requires a more recent or more extensive review. Further screenings are also at the expense of the student. Each student must report within seven calendar days to the Exercise Science Program Director and Experiential Learning Coordinator, any arrests and/or criminal charges or convictions filed subsequent to the completion to the most recent criminal background review. The process delineated in #5 above will be initiated.
9. Failure to report arrests and/or criminal charges or convictions in the required timeframe or falsification of information in self-reporting, including omission of relevant information will result in immediate dismissal from the program.
10. If dismissal from the program is warranted, the student may appeal that decision as detailed in #7.

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