



Category	
3-17 Healthcare Programs Background Check Process	
Approval	
LC Approved: 8/23/23	
Effective Date: 6/16/14	
Revised: 7/5/2023	
Responsible Party: Vice President of Student Success	

Healthcare Programs Criminal Background Check Process

The education of students in the Health Science Division at WSU Tech requires collaboration between the college and clinical affiliates. Education of these students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate’s patients from harm to the extent reasonably possible. It is therefore the policy of WSU Tech that students enrolling in health profession programs submit to background checks.

Guidelines for Background Check on Health Profession Students

I. Persons to be Tested

A background check is required for each student who seeks acceptance into a health program at WSU Tech that includes a clinical component.

II. Consent

The student will provide applicable consent(s) to the college-designated vendor conducting the background check. If the student is under eighteen (18) years of age, the student’s parent or guardian must sign the consent form in addition to the student.

III. Background Check Procedure

The background checks will be scheduled and conducted by a college-designated vendor according to program specific deadlines. **Background checks performed by any other vendor or agency will not be accepted.** Students reinstated to a program after an absence from program coursework of one semester or more will have to repeat background testing.

The student will be responsible for the cost of the background check. Students applying for long-term health programs will complete their background check after being selected for the program, and final admission is contingent upon the results of the background check.

IV. Results

Results of the background check will be sent to the Academic Coordinator. Students with an unacceptable background check will be informed, in writing, of the results and will be notified regarding the method to dispute the accuracy of the background check report within a designated time frame. If the student does not dispute the accuracy of the report within the designated time frame, the report will be accepted as submitted. If the student disputes the information on the background report, the vendor will reverify the accuracy of the report. Once reverification has been completed, the vendor will advise WSU TECH of the outcome by either confirming that the original report is correct or by making a change to the original report. If a change is made to the original report, the background check will be re-evaluated. WSU TECH will notify the student if the change results in acceptance to the program. If eligibility is not established, the student will remain ineligible and the student will be informed of the decision.

Matters arising from background checks are categorized into one of three types:

- Applicants who have been convicted of any crime listed under **Always Disqualifies** (see below) will not be eligible for enrollment in the corresponding WSU TECH Health Care programs.
- Applicants who have been convicted of any crime listed under **Subject to Determination** (see below) will be reviewed by the Health Care Admission team for enrollment in WSU TECH Health Care programs. The Health Care Admission team will consist of the Academic Advisor for Health Care Programs, who will serve as chair of the team; one full-time health care instructor appointed by the Vice President of Health Sciences; and one staff member appointed by the Vice President of Student Success. The decision to accept or deny the applicant will be based on majority vote of the team and is final.
- Applicants who have been convicted of a crime listed under **Never Disqualifies** or an unlisted crime of comparable magnitude (see below) will be eligible for enrollment in WSU TECH Health Care programs provided they meet other program requirements and are accepted for admission to the program.

Long term health programs

(Practical Nurse, Registered Nurse, Surgical Technology, and additional Long Term health care programs as approved by the college)

Always Disqualifies

1. Any felony conviction for a crime against a person.
2. Any other felony conviction unless the applicable certifying body has provided official documentation that the applicant has been sufficiently rehabilitated to warrant the public trust.

3. A misdemeanor conviction for illegal drug offense unless the applicable certifying body has provided official documentation that the applicant has been sufficiently rehabilitated to warrant the public trust.

Subject to Determination

1. Misdemeanor crimes against a person
2. Misdemeanor crimes of moral turpitude (prostitution, public lewdness/exposure, etc.)
3. A combination of two or more misdemeanor convictions in the past five years
4. Other offenses of comparable magnitude

Applicants with pending charges for any of the crimes listed above will NOT be allowed to enroll in a health care program until the charges have been resolved.

Never Disqualifies

Minor traffic offenses, such as:

1. Misdemeanors or infractions for non-moving violations
2. Misdemeanors or infractions for non-dangerous moving violations
3. Misdemeanors or infractions for mechanical violations (e.g., defective taillight)

Applicants with pending charges for any of the crimes listed above will be allowed to enroll in a health care program if all other program requirements have been met and the applicant has been accepted for admission to the program.

Diversion will not prohibit a conviction from being considered.

NOTICE

Findings on background checks can have licensure implications upon graduation from a health program. The student is responsible for confirming whether or not the conviction will prevent them from taking a certifying or licensing examination upon completion of an academic program.

Results of any student's background screen will be shared only on a need-to-know basis, including but not limited to legal, disciplinary or appeal actions which require access to the results.