



Look beyond grade point averages.

## INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK FOR A CLINICAL EDUCATION PROGRAM

### College of Eastern Idaho (CEI)

Background checks are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You are required to order your background check in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

To get started go to [MyStudentCheck](#), select your program from the drop down menu and select **Background Check**.

*If you previously created a StudentCheck profile as of November 2017, please login with your username and password. If you have not created a profile, please create an account.*

Complete all required fields as prompted and hit Continue to enter your payment information. For your records, you will be provided a receipt and confirmation page of the background check ordered through PreCheck, Inc.

**Background Check \$55.11\***

*\*applicable taxes will be applied for residents of Texas and New Mexico.*

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

#### FREQUENTLY ASKED QUESTIONS:

1. **Does PreCheck need every street address where I have lived over the past 7 years?** No, just the city and state.
2. **I selected the wrong school, program, or need to correct some other information entered, what do I do?** Please email [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com), with the details.
3. **How long does the background check take to complete?** Most reports are completed within 3-5 business weekdays.
4. **Do I get a copy of the background report?** Yes, log into your StudentCheck profile at [www.mystudentcheck.com](http://www.mystudentcheck.com) and click on "Check Status" under Orders, enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy.
5. **I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call?** Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com).

## **CEI Nursing Program – Background Check Review for Admission**

Admission to the CEI Nursing Program (LPN or RN) requires completion of a background check. Background check information is reviewed as part of the overall admissions process and is considered in light of clinical placement requirements, patient safety, and program standards.

Because nursing students must be eligible to participate in required clinical experiences, admission decisions may reflect not only college requirements but also the standards of affiliated healthcare facilities. These standards vary and may change.

Applicants should be aware that:

- Completion of a background check does not guarantee admission.
- Eligibility for nursing licensure or prior employment in healthcare does not ensure program eligibility.
- There is no guaranteed timeframe after which prior background information no longer impacts admission.

In some cases, applicants may be invited to provide additional information or context related to their background check. This opportunity, when offered, is intended to allow the program to better understand an applicant's circumstances. Submission of additional information does not guarantee admission or a change in decision.

Each application is reviewed individually based on the information available at the time of review. In evaluating background check information, the program may consider factors such as the nature and seriousness of the conduct, the time elapsed, patterns of behavior, relevance to patient care, safety of staff, students, and patients, and potential impact on clinical placement eligibility. Admission decisions are final.

Applicants are encouraged to consult the Idaho Board of Nursing and other relevant regulatory agencies for guidance regarding future licensure eligibility.