

**Hinds Community College  
Nursing and Allied Health  
Background Records Check Procedure**

General Information

Pursuant to MS statute 43-11-13, students in nursing and allied health programs must meet the requirements of clinical agencies regarding background checks. Students must submit a background check, based on fingerprints, that confirms that the student has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult. In addition, other felony and misdemeanor convictions and/or charges may disqualify the student from participating in clinical experiences. This includes, but is not limited to most felony charges, patterns of criminal charges, criminal charges within the past two to five years, no dispensation of charges or pending charges. Pending charges of any type (misdemeanor or felony) will disqualify the student from receiving clinical clearance. Free Expungement Services are available via HCC Single Stop department for students that have been arrested and/or fingerprinted. If interested, email your request to [singlestop@hindsc.edu](mailto:singlestop@hindsc.edu).

Criminal Background Checks for new or progressing Nursing and Allied Health students must be completed at the Nursing/Allied Health Center (NAHC). Background checks include Mississippi Criminal History Record and Federal Bureau of Investigation Records, which includes records from the National Sex Offender Registry. Students will also be required to participate in additional screening through the Federal General Services Administration Excluded Parties List System (EPLS) and the Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE).

Fingerprinting for criminal background check is completed **after** students have been accepted into a program. Program chair/directors will notify students when to schedule fingerprinting. Students will also be subject to repeat a background records check based on clinical agency requirements, changes in the Mississippi law, rules, or regulations, or any suspicion of criminal behavior.

Students progressing in a program of study must sign a disclosure statement each semester verifying there has been no criminal activity after the most recent background clearance. If the student is unable to sign the disclosure statement and/or discloses criminal activity, a background record check must be repeated, and student must receive an additional clearance letter in order to remain in the program.

Students who have an interruption in admission or progression in a program of study, such as deferrals, withdrawals, failures, etc., do not have to repeat a criminal background check to return to the same program, as long as the previous criminal background check is less than two years old and not expired. Students returning to the same program after any interruption must

sign a disclosure statement verifying there has been no criminal activity since the most recent background clearance. If the student is unable to sign the disclosure statement and/or discloses criminal activity, a background record check must be repeated, and student must receive an additional clearance letter in order to remain in the program.

Students who have any eliminating background record will not be allowed admission to any nursing or allied health program. If a student is denied admission due to a background record check, the student is required to reapply to the program, go through the selection process, and complete another criminal background check upon admission. A student may also be denied the ability to progress in a program of study based on eliminating background information.

Completion of any nursing or allied health program does not guarantee licensure or credentialing agencies/professional boards will allow professional credentialing nor does completion of any nursing or allied health program guarantee clinical agencies will allow employment.

#### Procedure for Obtaining a Background Check

1. Fingerprinting occurs by scheduled appointment only.
2. Students will be notified to schedule an appointment by the program director/chair. Appointments can be made at the following website: <https://backgroundschedule.acuityscheduling.com/>. Students must include their College ID, program of study, and other information as requested.
3. Students will be charged a \$60 fee which is paid online at the time the fingerprint appointment is made. This fee includes a charge of \$50 for fingerprinting and criminal history record check and a \$10 scheduling charge.
4. Students must bring a **valid unexpired** driver's license or other government issued identification to complete the fingerprinting.
5. Students must sign a Noncriminal Justice Applicant's Privacy Rights statement, which discusses the applicant's rights.
6. Fingerprinting will be conducted in the Student Services Suite at the Nursing/Allied Health Center [1750 Chadwick Drive, Jackson, MS 39204].  
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#### Background Check Results

1. If the student has no disqualifying events, the student will receive a Clinical Clearance Letter [Determination of Suitability for Academic Programs of Study in Healthcare] from the College via the student's College email address. A copy of the Clinical Clearance letter will also become part of the student's permanent file, and be uploaded into the students CastleBranch account by the clinical records clerk.

2. Students that may have disqualifying events will be notified by:
  - a. The Mississippi State Department of Health will send a letter to the student's home address provided at the time of the fingerprinting along with the student's RAP (Arrest Record) Sheet.
  - b. Hinds Community College's Clinical Records Clerk will email the student with instructions regarding how to begin the clearance process. Students may contact the appropriate Dean's office regarding this process:
    - i. Students in the Division of Allied Health should make an appointment with the Dean of Allied Health at 601.376.4955.
    - ii. Students in the Division of Nursing should make an appointment with the Dean of Nursing at 601.376.4954.
    - iii. Students in Short-Term Programs or Health Continuing Education should make an appointment to meet with the Dean, Nursing and Allied Health, at 601.376.4951.
  - c. The Background Records Committee will determine the student's eligibility for admission and/or progression in a health related program. Based on the charges presented, the Background Review Committee will meet to review your records upon submission of the following documents:
    - i. RAP Sheet sent by the Mississippi State Department of Health to student.
    - ii. Certified court abstract for each arrest and/or conviction listed on the RAP sheet. This includes misdemeanor and/or felony arrests or convictions.
    - iii. Evidence that all court ordered requirements were met (i.e., fines paid in full, letter from court officer, letter from probation officer, etc.)
    - iv. A letter from the applicant explaining the factual circumstances leading to the criminal offense(s).

Students will be notified of the committee's decision via the student's College email address.

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Note: please keep the original of all documents submitted. RAP sheets are shredded after the Background Review Committee's decision. All other documentation is maintained, however, **there will be a charge of \$5.00 per page if copies are requested.**