

**OZARKS TECHNICAL COMMUNITY COLLEGE
CRIMINAL BACKGROUND CHECKS (CBC)
FREQUENTLY ASKED QUESTIONS**

**Fact sheet only – not required unless you receive official
notice of acceptance into a program.**

1. Who has to have a CBC?

All Allied Health students accepted into a selective admission program are required to have a CBC prior to entering their field of study. If a student withdraws from a program and comes back as advanced placement, a CBC will be required again.

In addition, all students are required to self-disclose to the College if the student has been convicted of, pled guilty to, or pled no contest to any criminal offense, including misdemeanors, felonies, and traffic offenses other than minor offenses that may occur after a CBC is completed.

2. What is involved in the CBC?

Students will receive the Certiphi Screening (Vertical Screening, Inc.) Student Notification Letter in their acceptance packet. Certiphi Screening is the third party company that conducts the CBC. The letter will include the instructions for providing information needed to process the background check and a web link to Application Station: Student Edition, the website used to collect student information. The CBC will include the following searches:

- **Social Security Number Validation** (At No Charge)--This service confirms whether the applicant's Social Security Number is valid according to the Social Security Administration's formula.
- **Social Security Number Verification**--This service helps verify the applicant's identity by confirming whether the applicant's Social Security Number matches his/her name and address. Additional names used and addresses lived are also uncovered during this search
- **County Criminal Records Search**--A search of county felony and misdemeanor records, directly through the courthouse, for all addresses of residence.
- **Missouri Statewide Criminal Records Search**--A search of MO statewide felony and misdemeanor records.
- **Sexual Offender Registry Search**--A name search performed at the national level directly through registries of individuals who have been convicted of certain sexual offenses and are required to register under applicable state laws.
- **Office of Inspector General (OIG) Excluded Parties List and Sanctions Base Search**
- **Employee Disqualification List (EDL)**

3. What do I need in order to have a CBC completed?

All students will provide name, social security number, date of birth, and address history to Certiphi Screening via Application Station: Student Edition. Students will also provide their consent for a background check via the website. Payment for the background check will be collected at the time of request, via Application Station.

4. Why do I need to have a CBC done?

Criminal background checks are performed on students to enhance the safety and well-being of patients, to increase the public's continuing trust in the health professions, to determine the ability of accepted applicants and enrolled students to complete specific curricular requirements that will lead to graduation and licensure, and to minimize the liability of the College and its affiliated clinical facilities. Affiliation agreements with clinical training entities require a CBC of all students.

5. When do I need to have my CBC completed?

Your acceptance packet email will state the date OTC Allied Health will need the results of your CBC for your admittance into the program to be successful. If we do not receive the CBC results by that date, your place in the class will be given to the next alternate.

6. How does payment for the CBC work?

Payment is due, by credit card, at the time of CBC form completion, via the Application Station website. There will be a \$100 hold placed on your credit card at the time of form completion. The background check will be completed and then the \$100 hold will be removed and only the actual amount of the assessed fee will be charged to your credit card. Fees vary due to the Statewide Criminal Records Repository charge; each state assesses a different fee. The assessed minimum cost will be approximately \$56.50.

7. I just had a CBC done in the last year. Must I have another done?

Yes, the College will require an updated CBC in order to meet due diligence requirements on its part. In addition, the College's CBC may be more inclusive than the one the student had done earlier for another purpose.

8. How long does it take for the CBC to come to the Institution?

The average turnaround time of the CBC is three to five business days.

9. What if there is something found on my CBC report?

Reports are read and maintained by the Dean of Allied Health and/or his/her staff. If there is a questionable item on a report, the student will be contacted and asked to provide additional documentation and explain the circumstances. Based on the severity and frequency of an item, the student may be asked to meet with the Dean and/or Program Director of the program the student is being accepted into. The College reserves the right to revoke an offer of acceptance/promotion or to terminate participation in any and all curricular activities after it considers information obtained in the course of the background check.

10. I am aware of something that may appear on my CBC report. What should I do?

Immediately contact the Dean of Allied Health at the College to discuss the situation. The student is encouraged to do this prior to conducting the CBC.

11. Who has access to my criminal background check report?

All reports are reviewed by the Dean of Allied Health and/or his/her staff and maintained in the office of the Allied Health Department. A report showing incidents will be reviewed and discussed by the Dean of Allied Health and, based on the severity of the incident, could be shared with the Program Director of the program the student is being accepted into.

12. Can I see my report?

The report is released to both the student and the school at the same time, giving the student the ability to review and dispute any findings, but also giving the school immediate access to the results.

13. Does the CBC for Ozarks Technical Community College guarantee eligibility to apply for licensure or certification by a national or state organization?

At the present time, if the program you are planning to enter requires licensure or certification by a national or state organization, it will be the decision of that agency as to your qualifications to apply for licensure or certification. Your acceptance into an OTC Allied Health program or the completion of the program does not guarantee the eligibility to apply for licensure or certification.