



## ***DIVISIONAL CRIMINAL BACKGROUND CHECK POLICY***

Revision Date: July 2018

### **PURPOSE:**

This policy is designed to protect the Greenville Technical College (GTC) community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Health & Wellness (H&W) Division programs to be in compliance with the clinical/externship affiliation agreements.

### **POLICY:**

Students enrolled in programs within the H&W Division are required to have an acceptable criminal background for seven years prior to entering his/her program of study according to the guidelines below.

### **PROCEDURE:**

1. A multi-state record check will be conducted for all students for at least seven years prior to admission. The criminal background check (CBC) will occur during the following courses:
  - Patient Care Technician (PCT) Students - NUR 151
  - Associate Degree Nursing (NUR) Students - NUR 139
  - Nursing Transition Students - NUR 201
  - Surgical Technologist (SUR) Students - SUR 101
  - Pharmacy Technician (PHM) Students - PHM 101
  - Medical Laboratory Technician (MLT) Students - MLT 101
  - Occupational Therapy Assistant (OTA) Students - OTA 103
  - Emergency Medical Technology (EMT) Students - EMS 105, EMS 150
  - Dental Hygiene/Assisting (DHG) Students - DHG 161, DAT 154
  - Physical Therapist Assistant (PTA) Students - PTH 102
  - Cancer Data Management (CDM) Students – CDM 260
  - Health Information Management (HIM) Students - HIM 110
  - Respiratory Therapy (RES) Students – RES 101
  - Massage Therapy (MAS) Students – MTH 120
  - Animal Studies (VET) Students – VET 104, 111, 133
  - Medical Imaging Science (RAD, DMS, MRI, CT) Students - RAD 152, DMS 164, MRI 152, (CT) RAD 140
  - Certified Medical Assistant-MED 102
  
2. A criminal background check fee will be charged for the above courses and collected with tuition and fees by the Business Office. In the event a student transfers into a program or is assigned to a clinical requiring a new CBC, the fee will be charged prior to starting the first course or entering the clinical. The student will be required to make payment in full at the Business office prior to entering his/her first course of study or the clinical requiring the new CBC.

3. Students are required to disclose if they have lived in one state less than 12 months consecutively or worked outside the state South Carolina in the past 12 months. Each state that a student has lived or worked in the past 12 months will be included in the criminal search. An FBI fingerprint may be required on students who cannot verify residency in a single state for 12 consecutive months. Failure to report may result in withdrawal from the program of study.

4. Students are required to disclose any prior criminal record by accurately answering the following question on the authorization for criminal background check release form:

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION?  
(CIRCLE ONE) **YES** **NO**

5. Driving Under the Influence (DUI), Driving Under Suspension (DUS) are NOT considered minor traffic violations. These offenses are criminal and disqualify students from programs.

6. Any convictions that qualify for expungement must be expunged prior to applying to H&W programs and are preferable to pardons. Pardons from the governor do not remove convictions from the criminal record. Pardons are not accepted by all facilities. This can prevent students from entering a program. Pardons must be completed and discussed with the Assistant Dean for Compliance of H&W prior to applying.

7. Convictions of, pleas of guilty, pleas of nolo contendere (no contest), or possibly any pending criminal charges during the past seven years will prevent the student from meeting the requirements if enrolled in PCT, NUR, SUR, PHM, MLT, OTA, EMT, DHG, DAT, PTA, CDM, HIM, RES, RAD, MRI, DMS, CT and CMA. However, regardless of the timeframe in which a student is convicted (even if greater than seven years), of crimes involving violence against a person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse, neglect, mistreatment and/or abandonment of children and/or the elderly, abduction, or robbery and/or any crimes involving cruelty against animals including but not limited to: neglect, mistreatment, abandonment, fighting or baiting, stealing animals, or malicious injury at any time will prohibit a student from any of the above programs (in item #1) of study within the H&W Division.

8. Student Information forms will be collected by H&W Division faculty and forwarded to the agency designated to perform the CBC.

9. The Assistant Dean for Compliance of H&W Division will inform any disqualified student and the student will not be allowed to continue in any of the above H&W Division programs.

10. Students who are not disqualified should not assume that their CBC shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.

11. Each student must report within 3 business days to the Program Director and the Assistant Dean for Compliance of H&W any arrests and/or criminal charges or convictions filed subsequent to the completion of the CBC. Failure to report will make the student subject to administrative withdrawal from the program.

12. Any student who changes programs or stays out of H&W programs for 12 months will be required to submit a new CBC upon re-entry to the H&W Division.
13. All background results of Greenville Technical College students will be made available to clinical/externship agencies upon request. Some agencies require submission of the criminal background reports prior to the student's start of clinical/externship rotation.
14. If a clinical/externship agency refuses to allow a student to participate in clinical/externship experiences, the student will not be able to progress in his/her program of study.