

# **Arapahoe Community College Criminal Background Check Information For Healthcare Programs**

A recent change in the standards of the Joint Commission on Accreditation of Healthcare Organization (JCAHO) has resulted in a change to Arapahoe Community College's Educational Affiliation Agreements with clinical facilities throughout Colorado. The change requires that every student assigned to a clinical facility for the purpose of education and training must complete a criminal background check. Therefore, you will be required to complete a background check that will be evaluated for disqualifying factors. All background checks must be done through this ACC process even if you have previously had a background check completed by an employer or other agency.

At this site you will also find information on the process for obtaining and submitting your background check. Documents include a list disqualifying factors and release forms necessary for the college to process your background check. Please be aware that you will be required to submit release forms to two different agencies: American DataBank will require you to fax their release form to them and ACC will require that you submit originals of their release forms which need to be notarized. Notary personnel are available on campus.

Your background check and the completed notarized ACC release forms are due in the ACC Campus Police Office (M2600) 30 days prior to the start of any health program. You may deliver the required information to the Campus Police Office in person or you may mail originals of the required information to Arapahoe Community College, Campus Police, 5900 South Santa Fe Drive, Littleton, CO 80160-9002. You will not be able to progress to a clinical placement or internship without completed release forms and a completed background check that has been evaluated by ACC Campus Police Department and is on file at the college.

Should your background check reveal any disqualifying factors, you will not be permitted to enroll or progress in any ACC Health Career program. If this is the case the program's Department Chair will notify you.

## **Process for Background Checks – Health Career Programs**

### **THE FOLLOWING PROCESS MUST BE COMPLETED:**

1. Complete the attached Informed Consent documents and return to the Arapahoe Community College Campus Police Department (Room M2600). The forms **MUST** be filled out completely, and the second and fourth forms must be notarized. Original

forms MUST be submitted to the Arapahoe Community College Campus Police Department.

2. Logon to the American DataBank website at <http://www.healthcareex.com>. Select PACKAGE 1 (\$59.00). All students MUST access and complete the both the “Disclosure and Release form” and “5 Step Ordering Process.”

Students are responsible for payment of the fees for the background check directly to American DataBank.

3. The American DataBank reports will be securely forwarded to the Arapahoe Community College Campus Police department.
4. Failure to submit complete, unaltered documents may delay your clinical placement and affect your ability to progress through your program.

Questions regarding your background check should be directed to the American DataBank Agency. Phone numbers: 303-573-1130 | 1-800-200-0853