

GUIDELINES FOR REQUIRED BACKGROUND CHECK AND DRUG TESTING

Once you are accepted to your program you will receive detailed information about the specific requirements that you will need for your program. Only general information is listed here.

Parkland Health Profession students are required to complete background checks and drug testing before going to our clinical sites. *Certified Background* (certifiedbackground.com) is the company that Parkland College has designated as the repository for the health record information, background checks and drug screen results. The **student** will upload all information to *Certified Background* and will be given information on how to log on, register, and upload forms once they are admitted to their program.

SIGNING UP WITH CERTIFIED BACKGROUND

You will create an account with *Certified Background*. The cost of this service is covered in the course fees that you will pay when you register for classes. Once you are a customer of *Certified Background*, you will have access to your health records for life.

You will be scanning and uploading documents to the *Certified Background* website. If you do not own a scanner, the Parkland Library offers FREE scanning to Parkland students. Students whose program is based in the H wing may use the scanner there at no cost. You can save the files to a thumb drive and bring it to the library to upload to Certified Background. Other places such as Kinkos Fed Ex, Champaign Public Library, Urbana Free Library offer this service with a per minute charge.

BACKGROUND CHECK

When you log in and complete the registration with *Certified Background*, a background check will automatically be done. You will be contacted if any clarification or additional documentation is necessary or if there is a question about your background check. Although 95% of background checks are completed in 3-5 business days, some results may take longer. Do not hesitate to contact Certified Background at 1-888-666-7788 if you do not have your results back within a week. Delayed results could prevent you from meeting the deadline so begin the process immediately after you receive your instructions. Exceptions cannot be made. Requirements are the result of contract agreements with our clinical facilities. Some facilities will not allow students to come there even if they receive a “waiver” from the state for a criminal offense. One last thing, ***licensure does not guarantee employment***. Stay aware of changing requirements at different places of employment.

DRUG SCREENING

Certified Background will send you detailed information by email within 24 hours about how to complete the drug screening. If you have not received this information within 72 hours, contact Certified Background at 1-888-666-7788. Do not postpone getting this completed since delayed results could prevent you from meeting the deadline. You will be contacted if any clarification or additional documentation is necessary or if there is a question about your drug screen. Exceptions cannot be made regarding drug screening. Students get one screening opportunity. If the result is anything but negative, the student will not be qualified to enter any program. Requirements are the result of contract agreements with our clinical facilities