

## **POLICY REGARDING STUDENT CRIMINAL BACKGROUND CHECKS**

In its application for enrollment, City College requires students to disclose criminal background information. The reason the College requires this information is because students who have applied to enter into one or more of City College's Allied Health programs (EMS, Nursing, Surgical Tech, and Anesthesia Tech) must be aware that Florida licensing boards, many health facilities, and the Florida Legislature has enacted policies and regulations which preclude a student that has been arrested or convicted of certain crimes from: (a) participating in externships or clinical rotations as part of their educational program while a student at the College; (b) sitting for state licensure examinations; and (c) being eligible for employment. In 2009, the Florida Legislature enacted a law which actually precludes a state board from allowing a person to sit for a licensure examination if the person was convicted (regardless of how conviction was entered) of a long list of criminal acts. A copy of the Alert distributed by the Florida Department of Health can be found by clicking [here](#) and should be reviewed carefully by the student. **For further information, you should consult ss. 456.013(3)(a), 456.039(1), 456.072(2), 464.018, Florida Statutes, and the other laws and regulations for the health care profession in which you are enrolled.**

State licensing boards have their own lists of offenses which they believe should preclude a person from practicing a particular health profession, particularly if the criminal act relates directly to their chosen health care field. There are occasions when a particular health care board might allow licensure if the applicant has had their rights restored, or if the conviction was entered many years ago, but this process is different from one board to another. Health facilities, including hospitals, doctor's offices and health clinics, have gone even further and prohibited City College from placing students in clinical rotation as part of their required educational program in the student has been arrested or convicted of an even longer list of criminal offences.

As a result, City College requires each student enrolling in an Allied Health program to be subject to criminal background screening at the time of their application. The cost of this screening is borne by the student, and very often it takes several weeks for the results to be provided to the College. Students who are admitted into one or more of these programs have a continual obligation to notify the College within 30 days if they are arrested or convicted for criminal offense while enrolled at the College. Each student who enrolls into an Allied Health program should expect the following process:

1. Student enrolls into an Allied Health program (EMS, Nursing, Surgical Tech, and Anesthesia Tech) at City College.
2. City College takes the enrollment application and submits the student's personal information to its VECHS (criminal history) program, for the purpose of obtaining a Level II background screening (criminal background report) on the enrolled student.
3. If the student's criminal background report reveals arrests or convictions that might preclude the student from participating in externships or clinical rotations as part of their educational program while a student at the College, sitting for state licensure examinations, or being eligible for employment upon graduation, the student will be notified and advised to schedule a meeting with the College's academic staff (Program Chair and/or the Director of Education). The College may request additional information or documents to clarify what is contained in the report.

**Special Note: It is the student's responsibility to furnish the College with all the necessary information as to arrests, convictions or other dispositions of criminal charges contained in their criminal background report. Failure by the student to provide the necessary information will prevent the student from enrolling in any subsequent term or quarter until such information is provided to the College.**

4. Following the meeting and review of information furnished to the College by the student, if it is determined by the College that the student's criminal background report precludes participation in a externship or clinical rotation as part of their educational program, or from sitting for the state licensing examination (see the Department of Health Alert by clicking [here](#)), the College will dismiss the student from the program and will retain all charged tuition. The student may seek admission into another program that does not require compliance with criminal background criteria.

5. If it is determined by the College that the student's criminal background report might preclude the student from being eligible to sit for the state licensing examination or from being employed in their chosen health profession, the student will be advised to contact the applicable licensing board for a determination. The student should refer to the Department of Health Alert by clicking [here](#) regarding criminal acts which preclude licensure and consult the laws and regulations for the health care profession in which they are enrolled. Regardless whether the student chooses to withdraw or remain a student at the College, the student shall be responsible for any and all tuition and fees due as an enrolled student at the College.
6. I have read and understood City College's policy on background checks and my eligibility to enter and remain in programs which require criminal record background check verification.

**BY SIGNING/TYPING MY NAME BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL PROVISIONS OF THIS DOCUMENT AND I AM SIGNING THIS RELEASE VOLUNTARY AND WITHOUT ANY COERCION.**

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Signature

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Program

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Date