

**NURSING PROGRAM  
DRUG TESTING/CRIMINAL BACKGROUND CHECK**

ALL NURSING STUDENTS MUST PASS DRUG SCREENING AND CRIMINAL BACKGROUND CHECKS IN ORDER TO BE ACCEPTED INTO THE NURSING PROGRAM AT COLORADO CHRISTIAN UNIVERSITY AND TO PARTICIPATE IN THE PROGRAM AND ITS RELATED CLINICAL ACTIVITIES. ALL DRUG TESTING AND BACKGROUND CHECKS ARE AT THE STUDENT'S EXPENSE INCLUDING ANY REPEAT OR ADDITIONAL TESTING REQUIRED IN THE COURSE OF THE PROGRAM. STUDENTS WILL HAVE THE OPPORTUNITY TO DISCUSS THE RESULTS OF THEIR DRUG TESTS WITH THE NURSING PROGRAM. STUDENTS WHO FAIL TESTING WILL NOT BE ADMITTED TO THE PROGRAM. STUDENTS MAY RE-APPLY FOR ADMISSION IN ACCORDANCE WITH THE RULES OF THE UNIVERSITY.

Note: Out of state background checks may require additional fees. Some clinical sites may require additional drug screening prior to or during the clinical rotation.

**Process for Criminal Background Check**

The student or applicant will complete the Certified Background Criminal B Investigation at the following link [www.CertifiedBackground.com](http://www.CertifiedBackground.com). The student is responsible for costs and pays Certified Background directly for this service. Disqualifying Offenses are listed on the above web page. The web page includes a link to a Disclosure and Release Form that must be completed and submitted to **Service Central – Nursing Program Admission, Colorado Christian University, 8787 W Alameda Ave, Lakewood, CO 80226**.

This form will be retained in your student file. In addition, the student or applicant must complete the attached Colorado Christian University Nursing Program Authorization and Release Form and submit the form to the above address. Authorized University personnel will review the investigation results and notify students who fail.

**Process for Drug Testing**

All students applying to the nursing program are required to complete and submit the following documents to **Service Central – Nursing Program Admission, Colorado Christian University, 8787 W Alameda Ave, Lakewood, CO 80226**. These documents include:

- At the time of drug testing, the student completes additional required paperwork provided by the Drug Testing Service Provider (Delta County Memorial Hospital). The student is required to follow the Drug Screening Service Provider's procedure for obtaining body fluid samples during the time of drug testing.

Clinical facilities require the University to follow specific drug screening requirements including a unprompted testing date announcement. The time and place of testing is arranged by the University after the student starts the nursing program. Every effort is made for student convenience and consideration when arranging the unprompted drug testing date, time and place.

The Drug Testing Service Provider processes the test results. Test results remain confidential. Results are sent to the Colorado Christian University Nursing Program and reviewed by authorized University persons or the Director of Nursing. Test results are on a Pass/Fail basis and are filed in the student's record. Only authorized University personnel access these

confidential records. Students who fail the drug screening will be notified by the Nursing Director and will be informed of their appeal rights.

**Process if Student Fails Tests:**

The application will be removed from the University's current waiting list or provisional acceptance pool. Student may re-apply to the Nursing Program at a future date. When reapplying, students will be given the opportunity to repeat the tests at their own expense at that time.

**Drug Testing:**

Students may be subject to random, mandatory drug testing at the clinical agency in which they practice. Students are responsible for all costs associated with this testing. If results are inconclusive, additional mandatory testing will be required at the student's expense. Students may not return to clinical practice until a valid, passing result is obtained. These absences will be unexcused absences.

STUDENTS TESTING POSITIVE WILL BE IMMEDIATELY DISMISSED FROM THE CLINICAL AGENCY. THE STUDENT WILL MEET WITH A NURSING PROGRAM REPRESENTATIVE AND BE WITHDRAWN FROM THE PROGRAM. STUDENTS WILL BE HELD TO THE COMPLIANCE POLICY OF THE CLINICAL FACILITY IN ADDITION TO THE POLICY OF THE UNIVERSITY. FACILITY POLICIES WILL BE MADE AVAILABLE TO THE STUDENT AS DETERMINED BY THE CLINICAL FACILITY.

**Criminal Background Investigation:**

In addition to the initial Background Check and Drug Testing upon entry into the University's Nursing Program, students may also be required to pass FBI/CBI testing as mandated at clinical facilities. Failure to pass will result in inability to meet clinical requirements. Students who have records of sexual crimes or crimes of violence, child abuse, domestic violence, or failure to adhere to restraining orders may not be able to enroll in specific courses. This may affect graduation and licensure. RN students will receive an administrative withdrawal until passing of FBI/CBI Testing/Central Registry Testing. Students may have to pay a fee for this process. Students who have records of sexual crimes or crimes of violence, child abuse, domestic violence, or failure to adhere to restraining orders post-FBI/CBI testing must report to the Nursing Program. New testing will be required. Failure to report may result in an administrative withdrawal. Students not passing the Criminal Background Investigation check or Drug Screening are not permitted to do clinical practice at any facility, even if a facility does not have these requirements or procedures.

**Colorado Christian University Nursing Program  
Authorization and Release Form  
Informed Consent**

The Nursing Program's curricular criteria and academic standards for course credit and program achievement require students enrolled in the program to undergo training at clinical sites. A critical element of determining a student's suitability for participation in the program is to determine that the student does not have a criminal record of drug-related and/or other felonies that might place the clinical site in jeopardy by the placement of an unsuitable student at its institution. Colorado Christian University is required to declare to the hosting institution the suitability of every student assigned to that institution. Therefore, all Nursing students must undergo a criminal records check and drug screen as a term and condition of their enrollment in the University's Nursing Program. All costs associated with the criminal records check and drug screening will be borne by Nursing Program students. Further, all fees paid for drug screens and criminal record checks are non-refundable. Prior drug screens and/or criminal records checks results will not be accepted. The results of the criminal records check and drug screen will only be released by the relevant consumer reporting agency and healthcare provider to the University. This information is securely maintained to ensure student confidentiality. The Family Educational Rights and Privacy Act (FERPA) will govern access to this file.

**Authorization and Release**

In connection with my admission and enrollment in Colorado Christian University's Nursing Program, and my participation in the Program's clinical training opportunities, I, for myself, my successors, agents and estate, hereby: (1) authorize the University's drug screening and background checks, (2) consent to the providing of any and all drug screening and background check results to the University, (3) acknowledge that decisions regarding my application to and continued enrollment in the Program will be made based upon the results of these tests, and (4) release, discharge, absolve, indemnify and hold harmless the University, its officers, employees, and agents from any and all claims, causes of action, liabilities, demands, expenses, damages, or costs (including attorneys fees) present or future, whether known or unknown, anticipated or unanticipated, which I may assert against any of them in connection with my drug screening background checks as required for enrollment in the Program. I understand that this release shall be forever binding and no rescission, modification or release there from may be made without the express written consent of Colorado Christian University. I have received all the information necessary to make an informed decision regarding this release. I fully understand the terms and consequences of agreeing to this release, and acknowledge that I voluntarily and of my own free will am waiving my right to assert any action against the University and all current and former officers, employees, and agents of the University performing services on behalf of the University, for any and all claims, causes of action, liabilities, expenses or damages which I may assert against any of them as a result of my undergoing drug screening and background checks as required for enrollment in the University's Nursing Program.

**Limited Release**

In connection with my admission and enrollment in Colorado Christian University's Nursing Program, and my participation in the Program's clinical training opportunities, I hereby authorize the University and its agents to release any and all information relevant to my criminal record and/or drug screen results to any authorized clinical site representative it deems appropriate in order to determine my suitability to be enrolled in the University's Nursing Program and/or to be assigned to a clinical site selected by the University. A photocopy of this release will be sufficient to authorize the release of the information.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of applicant or student)

\_\_\_\_\_  
(Print name of applicant or student)

**(Please return the signature page to the address indicated on the admission form.)**

## **A Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, property owners, and other businesses. You can find the complete text of the FCRA at 15 U.S.C. §§ 1681 et seq. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

~ **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, give you the name, address, and phone number of the CRA that provided the consumer report.

~ **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

~**You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement found, you may ask that anyone who has recently received your report be notified of the change.

~**Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verified its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

~**You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

~**Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

~**Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.

**~Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your permission. You may choose to exclude your names from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be taken off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

**~You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court. The FCRA gives several different federal agencies authority to enforce the FCRA:

<b>For Questions or Concerns Regarding</b>	<b>Please Contact</b>
CRA's, creditors and others not listed below	Federal Trade Commission, Consumer Response Center – FCRA Washington, DC 20580 Phone: 202-326-3761
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name).	Office of the Comptroller of the Currency, Compliance Management, Mail Stop 6-6, Washington, DC 20219 Phone: 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board, Division of Consumer & Community Affairs Washington, DC 20551 Phone: 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision, Consumer Programs Washington, DC 20552 Phone: 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration, 1775 Duke St., Alexandria, VA 22314 Phone: 703-518-6360
State chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation, Division of Compliance & Consumer Affairs, Washington, DC 20429 Phone: 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 Phone: 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA, Washington, DC 20250 Phone: 202-720-7051