

## **Criminal Background Check Policy**

The Joint Commission for the Accreditation of Healthcare Organizations (JCAHO) standards require JCAHO accredited hospitals ensure that students assigned for clinical education course work in these facilities have successfully passed a Level 2 criminal background check. In order to comply with these regulations, all UTC D.P.T. students must maintain a Level 2 Criminal Background Check clearance throughout the period of time they are enrolled in the DPT program. The cost of this procedure is \$65.00 for each person.

If—for any reason—you cannot successfully obtain a full Level 2 clearance, you must immediately make an appointment to discuss the matter with the PT Department Head to review the results of the investigation and develop a plan to resolve the problem. If you feel the report is in error and wish to challenge the accuracy of the report provided by the approved vendor, you will be required to submit a report in writing to the PT Department Head detailing your reasons for refuting the results of the Criminal Background Check report. In addition, it will be your responsibility to follow up to ensure that any inaccurate information contained in the report is corrected, and that a corrected copy verifying full Level 2 Criminal Background Check clearance is sent to the department office. Depending on your academic standing, if Level 2 Criminal Background Check clearance cannot be verified, you may not be permitted to continue in the DPT physical therapy course work and may be required to withdraw from the program.

Legal infractions that will block initial clearance--or that will result in a change of Level 2 Criminal Background clearance status--include:

- Class A misdemeanor in past 2 yrs (e.g., DUI, petty theft, battery, assault)
- Class B misdemeanor in past 5 yrs (e.g., reckless driving, endangerment-type citations)
- Felony – no time limit

You will be responsible for completing the Criminal Background Check process only one time during your period of enrollment in the DPT program in order to receive an initial verification of clearance. However, should an incident occur during the time that you are enrolled in the DPT program that may result in a change in your Criminal Background Clearance status, it will be your responsibility to immediately inform the PT Program Director and Director of Clinical Education that such an event has occurred. If you are found guilty of the legal infraction and, as a result, you incur a change in your Level 2 clearance status, you will be permitted 30 days to appeal the change in status. If a full Level 2 Criminal Background Check clearance cannot be reinstated by the end of the 30-day appeal period, you may not be permitted to continue in the physical therapy course work and may be required to withdraw from the program.

We strongly recommend you obtain a Criminal Background Check clearance this summer if at all possible to avoid potential interruption of clinical requirements for fall courses or delay in being able to be assigned your next clinical affiliation. Schools in the State of Tennessee are working with Verified Credentials, Inc, which is the vendor endorsed by the Tennessee Hospital Association.

## **Procedure for obtaining an approved Level 2 Criminal Background Check clearance:**

- Access website [www.tha.com](http://www.tha.com)
- Select "Student Background Checks"
- Click on "GO"
- Select "UT Chattanooga Physical Therapy" from drop down menu
- Complete and sign disclosure
- Complete information page. Enter a phone number, **complete address** including apartment number if applicable and a current email address if available.
- Step 3 allows payment by credit card or bank transfer. Make selection and place order.

\*\*\* To pay be paid by credit or debit card, the name on the submitted application must match "exactly" the name on the credit card.

\*\*\* If payment is to be made by someone else's credit card, DO NOT complete Step 3, call 952-985-2366 after completing Step 2. She will take the card information over the phone.

\*\*\* Bank Transfers can only be done on-line (not by phone). Name submitted and name on bank account must match exactly. Place your order only once. Each time you hit "place order" or enter a duplicate order, you bank will encumber your money.

\*\*\* Pop up blockers will not allow you to enter additional names and addresses. Please disable the pop up blocker to enter this data.

\*\*\* If cookies or java script are disabled in your Internet browser, you may need to enable these to receive the best possible performance.

Upon completion, the results of the background screening will be sent to you via US Mail within 3 - 10 business days. If any information is found that would negatively affect your enrollment status in the program you will be given an opportunity to challenge the information through the Adverse Action Process. If you have any questions about the registration process, feel free to call 952-985-2366.

The Department of PT, UTC will also receive a summary report of your results that will indicate a "green" or "red" rating. If you receive a "green" rating, you will be cleared to begin your clinical course requirements. If, however, you receive a "red" rating, participation in all clinical assignments will be denied until you formally initiate the appeal process described above. If you choose not to challenge the accuracy of the report, you still have a right to appeal your exclusion from clinical assignments. The appeal will be heard by an appointed committee chaired by the Physical Therapy Department Head; the results of the appeal process will be reported to you in writing.

Please know that I am confident that each of you will receive a "green" rating. Thanks, in advance, for completing this requirement as quickly as possible.