



## Criminal Background Checks for Students Department of Student Services

### A. Rationale, Initiation and Fees

1. Increasing numbers of hospitals and clinical partners of Meharry Medical College are requiring criminal background checks (CBCs) for students assigned to complete clinical rotations, electives at their facilities, summer research and internships.
2. To meet these additional requirements, standardize the criminal background check process, and minimize the need for students to do multiple criminal background checks, Meharry Medical College will facilitate a criminal background check process for students. **A registration hold will be placed on the student accounts who do not authorize the background check by the deadline communicated.** One comprehensive fee covering all components of the criminal background check will be assessed to the students' fee schedule each year as detailed below.

- i. **School of Dentistry:** ADEA initiates background checks using Certiphi Screening, Inc. for all students admitted to Meharry Medical College School of Dentistry through AADSAS. The Office of Student Life initiates criminal background checks for all second and third year dental students in March of each year.  
**Fees:** Assessed to all first, second and third year dental students.
- ii. **School of Graduate Studies & Research:** First year applicants admitted to the MHS, MSPH and Ph.D. programs will be sent a link to initiate and pay for a criminal background check upon conditional admission to the School of Graduate Studies and Research. In March of each year, the Office of Student Life will initiate CBCs for first year MSPH students and all non-graduating PhD students. **Fees:** Assessed to first year MSPH and non-graduating Ph.D. students.

***\*Meharry Medical College resident physicians participating in the MSPH program are screened by Human Resources before being hired and are not required to undergo additional screening.***

- iii. **School of Medicine:** AAMC initiates background checks using Certiphi Screening, Inc. for all students admitted to any of the medical schools through AMCAS. After a student matriculates at Meharry, the School of Medicine Student and Academic Affairs Office communicates the process for criminal background checks for all third and fourth year medical students.  
**Fees:** There are no fees assessed to the students' fee schedule for medical student criminal background checks. Students are asked to pay upon initiation of the CBC. For questions or concerns about payment for student CBCs for the School of Medicine, please contact the Student and Academic Affairs Office at (615) 327-6413.

## **B. Scope**

The scope of the criminal background check will include:

1. Social Security Number Validation - -This service confirms whether the applicant's Social Security Number is valid according to the Social Security Administration's formula. Includes the results of five separate checks: state issued, date issued, date of birth scan, death index search, and analysis against the Social Security Administration's algorithm for issuing numbers.
2. Social Security Number Verification--This service helps verify the applicant's identity by confirming whether the applicant's Social Security Number matches his/her name, address and Social Security Number data obtained through one of the three major credit bureaus. We can provide you with the "raw" data, or analyze the data against the information provided by the applicant.
3. County Criminal Records Search--A search of county felony and misdemeanor records, directly through the courthouse. Records are verified using key identifiers (name, date of birth, Social Security Number, address) before reporting. Results include accurate and complete, easy-to-read descriptions of all cases located, as well as their final disposition.
4. Statewide Criminal Records Search--A statewide search of felony and misdemeanor records, directly through state repositories or court systems. Not available in all states. Records are verified using key identifiers (name, date of birth, Social Security Number, address) before reporting. Results include accurate and complete, easy-to-read descriptions of all cases located, as well as their final disposition.
5. Federal Criminal Records Search--A search of federal felony and misdemeanor records, directly through the PACER system or the federal courts. Records are verified using key identifiers (name, date of birth, Social Security Number, address) before reporting. Results include accurate and complete, easy-to-read descriptions of all cases located, as well as their final disposition.
6. National Criminal File Search--This search is an instant, multi-jurisdiction database search of more than 194 million criminal records. Most effectively used as a prescreening tool, or to supplement standard criminal searches.
7. Sexual Offender Registry Search--A name search performed at the national level directly through registries of individuals who have been convicted of certain sexual offenses and are required to register under applicable state laws.
8. OIG/EPLS Search--Certiphi offers an OIG/EPLS search that includes both the HHS Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE) and the General Services Administration's (GSA) Excluded Parties List (EPLS). Our service searches applicants against this list to ensure they are not precluded from being hired by a healthcare organization, and provides the tracking and auditing capabilities healthcare organizations need to ensure compliance with applicable federal regulations.

### **C. Vendor**

Certiphi Screening, Inc. has been retained to perform the student criminal background checks. Certiphi exclusively serves the healthcare industry and is affiliated with the American Hospital Association (AHA) and the American Society for Healthcare Human Resources Association (ASHHRA).

### **D. Results Reporting**

Results of the criminal background check will be made available to schools, companies, clinical partners and hospitals as students are assigned to each facility, school or company for clinical training, summer research, internships and/or externships. Each company, school or facility will have access to the report results and will make the final determination if a student is eligible to rotate or work with them.

### **E. Applicant Information Release**

Attached is a copy of the Applicant Information Release form that will be required of all students. You will not be required to sign a paper form. Certiphi can obtain your release and consent electronically; see section **F.** for more information. The criminal background checks should be complete within 10 days of Certiphi's receipt of the release form. There may be a few isolated exceptions to this timeframe.

### **F. Administration Process**

The Criminal Background Check process will be administered through the Department of Student Services under the direction of the Director of Student Life for continuing students and the Director of Admissions and Recruitment for admitted students.

You will receive an email similar to the message below during the month that your background check will need to be completed.

Meharry Medical College has asked that you use the Application Station - Student Edition to complete necessary screening services through Certiphi Screening, Inc.

To do so, please follow the instructions below:

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. Enter the Code: **MEHARRYDENTAL** (dental students) or **MEHARRYGRADUATE** (graduate students) in the Application Station Code field.
3. If you have not already created an account for yourself, click the "SIGN UP NOW" button to do so. Otherwise, just click the "SIGN BACK IN" button to login using your Username and Password.
4. Follow the instructions on the Application Station web site. (The process will include obtaining your release and consent electronically.)

If you have technical issues visiting the Application Station site, please contact Application Station Support at: 888-291-1369 x2006.

Thank You,  
Application Station – Student Edition

## **G. Meharry Medical College Contacts**

Roslyn White  
Director, Admissions and Recruitment  
(615) 327-6998  
[admissions@mmc.edu](mailto:admissions@mmc.edu)

Mitzy Johnson, MSHE  
Program Coordinator, Student Life  
(615) 327-6084  
[mjohnson@mmc.edu](mailto:mjohnson@mmc.edu)

# Release and Consent Form

## (Release and Consent Form for Students)

**Certiphi Screening, Inc. (a Vertical Screen® Company)**  
251 Veterans Way, Warminster, PA 18974

### Authorization and Instructions for Issuance of Consumer Report

I hereby authorize and instruct Certiphi Screening, Inc. (a Vertical Screen® Company) (hereinafter, "Certiphi") to procure a consumer report on me. Copies of the report(s) shall be provided to me and to the \_\_\_\_\_ (hereinafter, the "School"). I understand that the purpose of procuring such report is for the School's use in connection with my education, including but not limited to placement in clinical programs. I have been given a written summary of my rights under the Fair Credit Reporting Act, and I understand that in the event the School uses any information contained in the consumer report in any adverse decision, before making such decision I will be so advised and provided with another copy of the report as well as a second written summary of my rights under the Fair Credit Reporting Act.

By signing below I also am authorizing all entities having information about me, including present and former employers, criminal justice agencies, departments of motor vehicles (as applicable), schools, and credit reporting agencies, sexual offender registries (as applicable), to release such information to:

Certiphi Screening, Inc.  
Attn: Consumer Disclosure  
P.O. Box 540  
Southampton, PA 18966  
**www.certiphi.com**  
(800) 260-1680

This release and authorization shall remain valid and in effect during the period in which I am enrolled at the School.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Signature**

Full Name: \_\_\_\_\_  
**(PRINT LEGIBLY)**

\* Please list other names or aliases including maiden names: \_\_\_\_\_

\* Date of Birth \_\_\_\_\_ \*Social Security #: \_\_\_\_\_

Current Residence:

\_\_\_\_\_  
Street Address City State Zip

\* List previous residence history for the past 7 years:

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Street Address City State Zip

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**For Maine Applicants Only**

Upon request, you will be informed whether or not an investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from us, within 5 business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports.

**For New York Applicants Only**

You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

**For Washington Applicants Only**

If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

**For California\*, Minnesota, and Oklahoma Applicants Only:** *A consumer credit report will be obtained through Certiphi Screening, Inc., P.O. Box 540, Southampton, PA, 18966. Telephone (800) 260-1680. [www.certiphi.com](http://www.certiphi.com).*

If a **consumer credit report** is obtained, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy. Yes \_\_\_\_\_ No \_\_\_\_\_  
Initials Initials

If an **investigative consumer report** and/or consumer report is processed, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy. Yes \_\_\_\_\_ No \_\_\_\_\_  
Initials Initials

**\*California Applicants:** If you chose to receive a copy of the consumer report, it will be sent within three (3) days of the employer receiving a copy of the consumer report and you will receive a copy of the investigative consumer report within seven (7) days of the employer's receipt of the report (unless you elected not to get a copy of the report). **Certiphi Screening's privacy practices with respect to the preparation and processing of investigative consumer reports may be found at [www.certiphi.com](http://www.certiphi.com) (link at bottom of page entitled, "Legal/Privacy").**