

Memo

To: Nursing and Allied Health Applicants

From: Paula Gribble

Re: Criminal Record Checks

Several of our clinical agencies require our students to have a Criminal Records Check completed before they can be approved for clinical practice.

1. To meet this requirement you are directed to www.certifiedbackground.com
2. Click on “enter” under students
3. Enter package code (Note the first two entries are capital letters).

Program	Package Code
ADN	OA54
EMS	OA49
MLT	OS34
NA	OA77
PN	OT36
ST	OA34

4. Read “Additional Information” carefully.
5. You may pay with a credit or debit card. If you do not have a credit or debit card, click on the link “No Credit Card” and you may pay with a money order.
6. If you have any questions about this process, click on link “How does it work?”
7. If you still have questions call me at 910-938-6273