

# STUDENT BACKGROUND CHECK, DRUG SCREENING & IMMUNIZATION/HEALTH INFORMATION PACKET

**Criminal Background Checks:** To comply with the requirements of accrediting organizations, clinical/field placement partners, and State and Federal laws governing licensing, HGTC students are required to have acceptable criminal background checks (CBC) and/or urine drug screening (UDS) and/or appropriate health information/immunizations to participate in placement(s) at clinical and field facilities. Typically, these checks and proof of health information/immunizations must be provided prior to the start of the first semester requiring clinical/field placement. **NOTE: Should your enrollment be interrupted (i.e. you miss a semester), new results for background checks, urine drug screening and/or health/immunization will be required. All fees and costs associated with any checks, screenings or immunization are the responsibility of the student.**

Admission to any of the programs listed below is conditional. Unsatisfactory results on the criminal background check or urine drug screening, or failure to complete any required health/immunization standards WILL prevent enrollment or result in removal from enrollment in the program of study.

**The following Programs require a criminal background check (CBC) and/or urine drug screen (UDS) along with Health Tracker Immunization Documentation:**

**STOP**

**FAILURE TO READ ALL INSTRUCTIONS  
MAY RESULT IN A DOUBLE FEE AT YOUR EXPENSE!**

**STOP**

## PACKAGE CODE CHART

**In addition to Health Tracker Immunization Documents, a Criminal Background Check and Urine Drug Screen MUST BE COMPLETED WITHIN 30 DAYS PRIOR TO THE START of clinical rotation EACH SEMESTER or upon request by the clinical site. After initial order, Recheck Package Codes are available for subsequent semesters for \$81. Add "re" to your Package Code (For Example: HG13re):**

MAJOR	Semester	1 <sup>st</sup> Clinical / Field Class	Package Code
Dental Hygiene <i>*see note under Fees*</i>	1 <sup>st</sup> and 4 <sup>th</sup>	DHG 151	<b>HG37</b> (cost \$112.00)
Diagnostic Medical Sonography <i>*see note under Fees*</i>	1 <sup>st</sup> and 4 <sup>th</sup>	DMS 164	<b>HG13</b> (cost \$112.00)
Emergency Medical Technician <i>*see note under Fees*</i>	2 <sup>nd</sup>	EMS 109	<b>HG01</b> (cost \$112.00)
Expanded Duty Dental Assisting <i>*see note under Fees*</i>	1 <sup>st</sup>	DAT 154	<b>HG51</b> (cost \$112.00)
Massage Therapy	IMMEDIATELY upon admission		<b>HG89</b> (cost \$112.00)
Nursing <i>*see note under Fees*</i>	Every Semester	NUR 101 / 201	<b>HG08</b> (cost \$112.00)
Paramedic <i>*see note under Fees*</i>	1 <sup>st</sup>	EMS 223	<b>HG01</b> (cost \$112.00)
Patient Care Technician <i>*see note under Fees*</i>	2 <sup>nd</sup>	AHS 163	<b>HL13</b> (cost \$112.00)
Phlebotomy <i>*see note under Fees*</i>	1 <sup>st</sup>	AHS 167	<b>HG73</b> (cost \$112.00)
Physical Therapist Assistant <i>*see note under Fees*</i>	Every Semester	PTH 234	<b>HG70</b> (cost \$112.00)

MAJOR	Semester	1 <sup>st</sup> Clinical / Field Class	Package Code
Practical Nursing <i>*see note under Fees*</i>	Every Semester	PNR 110	<b>HG18</b> (cost \$112.00)
Radiologic Technology <i>*see note under Fees*</i>	1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup>	RAD 153	<b>HG02</b> (cost \$112.00)
Respiratory Care <i>*see note under Fees*</i>	1 <sup>st</sup> and 4 <sup>th</sup>	RES 152	<b>HN82</b> (cost \$112.00)
Surgical Technology <i>*see note under Fees*</i>	1 <sup>st</sup> and 2 <sup>nd</sup>	SUR 101	<b>HG05</b> (cost \$112.00)

**Criminal Background Check and/or Urine Drug Screen REQUIRED as indicated below:**

MAJOR		Package Code
Sports Tourism	2 <sup>nd</sup> Semester	<b>HH78</b> (cost \$112.00)
Criminal Justice <i>Background Check ONLY</i>	IMMEDIATELY upon admission	<b>HG63BG</b> (cost \$75.00)
Early Care and Education/Early Childhood Development <i>Background Check ONLY</i> <i>*See note below*</i>	1 <sup>st</sup> Semester	<b>HG48BG</b> (cost \$75.00)
Cosmetology	IMMEDIATELY upon admission	<b>HG95</b> (cost \$112.00)
Esthetics	IMMEDIATELY upon admission	<b>HG04</b> (cost \$112.00)

**\*IF YOU ARE REGISTERING FOR ECD 101 ONLY WITH NO OTHER COURSES IN THE ECD MAJOR, NO BACKGROUND CHECK IS REQUIRED\***

**FEES:** There will be a non-refundable \$75 criminal background check fee and \$37 urine drug-screening fee (in addition to any HGTC application fee). **All Nursing/Allied Health/Limited Access Students: A criminal background check and urine drug screen must be completed no greater than 30 days prior to the start of clinical rotation each semester or upon request by the clinical site.** All fees are paid to a third-party provider and, therefore, cannot be "billed" to the student.

**STUDENT RESPONSIBILITY:** Conviction of certain crimes may make a student ineligible to apply for licensure, ineligible to take certification examinations or ineligible for employment in certain fields. As such, HGTC reserves the right to disallow admission into certain programs of study if students are ineligible as defined by the guidelines listed here or others that may come into existence.

A Criminal Records Check (CRC), a check of the Sex Offender Registry, a check of the Office of Inspector General and a check of the General Services Administration (GSA) list of debarred contractors are required for admission and/or progression into a Health Sciences clinical course in designated programs.

**The student MUST:**

- **Sign an Additional Admission/Placement Requirements Affidavit (Item #1). Return to admission office at one of the three campuses.**
- **Go online to [www.castlebranch.com](http://www.castlebranch.com) and order a criminal background check/urine drug screening. (Process outlined in detail in Item #2)**
- **Notify the College of any arrests or criminal charges filed against the student subsequent to completing this form; and any situations or incidents that occur after the background check/drug test has been purchased (including taking any illegal drugs). Failure to notify the College may result in dismissal from the program.**
- **Notify the College of any arrests or criminal charges filed against the student that are not appearing on the background check. Failure to notify the College may result in dismissal from the program.**

**Criminal Background Check Findings:** Completed criminal background checks will be reviewed and indicated by a "Negative" or "Positive" result. If a negative criminal background check is returned by the vendor, the student will be considered to have satisfied that portion of the eligibility requirement for progression into clinical/field placement. (A clear urinary drug screening and completion of all required health forms and immunizations are necessary to establish full progression/placement eligibility).

**Positive Result:** If a "positive" background check is returned, the student will be notified to discuss the problem and will be required to provide additional information as part of the application, such as the terms or conditions of any plea, penalty, punishment, sentence, probation or parole; details regarding the offense; and the applicant's reflections on the experience. If the student believes that the background check is in error and can provide documentation of records expunged or pardoned, then the background check will be reviewed by the department chairs and clinical partners to determine eligibility for clinical placement. If the student is unable to refute the background check finding(s), the student will be ineligible for progression into clinical/field placement.

**Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following WILL bar admission to and WILL be grounds for dismissal from a clinical/field course of study:**

- Crimes involving violence against the person, including, but not limited to: murder, manslaughter, use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill, sex crimes, abuse of children or the elderly, abduction, robbery;
- Crimes occurring involving the distribution of drugs;
- Crimes occurring involving illegal use or possession of weapons, including, but not limited to: guns, knives, explosives or other dangerous objects;
- Crimes occurring involving dishonesty or moral turpitude, including, but not limited to: fraud, deception, embezzlement, financial exploitation, shoplifting, petit larceny, bad check; and
- Any other crime(s) or pattern of recurrent criminal or illegal behavior(s) will be reviewed on an individual basis.

Please note that Driving under the Influence (DUI) and Driving under Suspension (DUS) are NOT considered minor traffic violations. These patterns of behavior may result in withdrawal from the program of study.

Student must report to College any arrests and/or criminal charges or convictions filed subsequent to completion of the criminal background check as soon as possible but not later than seven (7) calendar days of such charge or conviction. Failure to do so may result in dismissal from the Program.

Certain programs of study at Horry-Georgetown Technical College carry additional requirements beyond regular admission and academic requirements before a student may either be placed into the program and/or be enrolled in a program specific class. Those additional requirements may include satisfactory completion of Criminal Background Check (CBC), Urine Drug Screening (UDS), and a health exam, physical, and/or immunization documentation. All costs associated with additional requirements are the sole responsibility of the student and in **NO** way the responsibility of Horry-Georgetown Technical College or its affiliates/partners.

**Criminal Justice, Personal Care Services (Cosmetology and Esthetics), and Early Care and Education** - Students **MUST** complete the CBC and/or UDS to be eligible for the programs listed (See Package Code Chart). Students required to complete CBC, who are under the age of 18 years, may be allowed to enroll in certain courses based upon this signed affidavit. However, upon 18<sup>th</sup> birthday the student will be required to complete a CBC to continue with the academic program. Any arrests, criminal charges filed, or offenses noted (recorded) against the student, subsequent to completing this form, may result in dismissal from the program.

**Allied Health** – Students may be allowed to enroll in certain courses required in programs requiring CBCs and UDSs based upon this signed affidavit. Students may enroll in general education courses or core program courses, which do not require agency or clinical placement. However, the student will be required to complete a CBC and UDS to continue with the allied health program prior to placement in any course in which the student will be attending or participating in outside agencies that require the CBC and UDS to be completed. An unsatisfactory CBC, UDS or health exam may disqualify the student from progressing in the program of study. Any arrests, criminal charges filed, or offenses noted against the student, subsequent to completing this form, may result in dismissal from the program.

Students failing to comply with the additional requirements, for his(her) selected program of study, including completion a CBC, UDS and/or a health exam, physical, or immunization, through providing proof of successful completion on/before the published deadline, **WILL** be ineligible for admission, placement, or continuation in the program of study and/or clinical class(es).

Any student, other than **ALLIED HEALTH**, who has **NOT** been enrolled for two (2) consecutive semesters, **MUST** complete a new CBC. **ALLIED HEALTH** students **MUST** complete a new CBC and UDS every semester. **ALLIED HEALTH** students **MUST** complete a CBC and UDS no greater than **30 DAYS** prior to the start of clinical rotation each semester or upon request by the clinical site. **All fees and costs associated with any checks, screenings or immunizations are the sole responsibility of the student.** Double fees at the student’s expense may result from the failure to comply with the requirements as stated on this form.

**Certification of Understanding**

I, \_\_\_\_\_, certify that I have read this statement and understand its implication on my current and future enrollment as a student at Horry- Georgetown Technical College, up to and including removal from any applicable class, course, and/or program of study for failure to comply with outlined additional requirements. In addition, I also certify that I will notify the College of ANY arrests and/or criminal charges filed against me **NOT** showing on the CBC or subsequent to completing this form; and any situation or incident that occurs after the Criminal Background Check (CBC) and/or the Urine Drug Screening (UDS) have been purchased (including taking any illegal drugs). I will also notify the College of any arrests or criminal charges filed against me that are not appearing on the background check. Failure to notify the College may result in disciplinary charges and dismissal from the program. In addition, I freely and voluntarily consent to the release of my Health Tracker immunization records, criminal background check, and urine drug screen to clinical and internship partners as it relates to my mandatory clinical rotation or field experience classes.

\_\_\_\_\_  
Student’s Name (Print)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Student ID Number (H#)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Program of Study (Major)

\_\_\_\_\_  
HGTC Staff

\_\_\_\_\_  
Date Signed

# Student Instruction Sheet

## Criminal Background Check/Drug Screening/Immunization & Health Records

**STOP** **BEFORE PROCEEDING:** YOU MUST FIRST HAVE APPLIED AND BEEN ADMITTED TO AN APPLICABLE PROGRAM OF STUDY.

**NOTE:** All required steps in the background check process MUST be completed within the correct time period as indicated on the "PACKAGE CODE CHART" (pg. 1) or student may be withdrawn from classes.

### **STEP 1: Create Account and Begin the Process**

- 1) Go to [www.castlebranch.com](http://www.castlebranch.com)
- 2) Enter Package Code based on your major in "Place Order" section (see Package Code Chart on page 1)
- 3) Click box next to "I have read, understand and agree to the Terms and Conditions of Use." (please read statement first)
- 4) Click "Continue"
- 5) Complete all additional steps/forms, including payment

### **STEP 2: Complete Urine Drug Screening (UDS)**

Please NOTE:

Instructions on how to complete your drug test are located in your Castle Branch account. Once you have logged in, go to the To-Do List titled "Drug Test" and click on the "Download Document" to print the UDS barcode.

You may complete your drug screening at any of the following **LABCORP LOCATIONS:**

**CONWAY LAB**

812 Farrar Dr. Suite A

Phone: 843-347-8480

Hours: Monday-Friday\*

7:30am-12:30pm & 2:00pm-3:30pm\*

**MYRTLE BEACH LAB**

1021 Cipriana Dr. Suite 260

Phone: 843-497-6726

Hours: Monday-Friday\*

7:30am-12:30pm & 2:00pm-3:30pm\*

**MURRELLS INLET LAB**

4017 Hwy 17 S, Suite 202

Phone: 843-651-3003

Hours: Monday-Friday\*

8:30am-11:30am & 1:00pm-3:30pm\*

\* Hours of operation are subject to change. Please visit [www.labcorp.com](http://www.labcorp.com) to find a location near you!

**NOTE:** If you are currently taking any medications that will result in a Positive UDS, obtain a medication printout/list from your pharmacist and contact the Medical Review Officer at Castle Branch at 1-800-526-9341 to update your results.

### **STEP 3: Submit Immunization/Health Records (if applicable to your major)**

**WHEN do I need to turn in my immunization/health records?** Students accepted into limited access programs (i.e. Nursing, Radiology, etc.) will receive information for submitting immunization/health records in the program acceptance letter. Students accepted into open enrollment programs will be advised for submitting immunization/health records by the program coordinator.

**WHERE do I need to turn in my immunization/health records?** All required immunization and health records must be submitted by one of the following ways:

1. Drop off locations:
 

<u>Conway</u>	Admissions Office – Attention: Clinical Admissions Coordinator
<u>Grand Strand</u>	Speir Building – Attention: Clinical Admissions Coordinator
<u>Georgetown</u>	Admissions Office – Attention: Clinical Admissions Coordinator
2. Mail:
 

Horry-Georgetown Technical College
Clinical Admissions Coordinator
3501 Pampas Drive
Myrtle Beach, SC 29577
3. Email:
 

<a href="mailto:HGTC-Clinical@hgtc.edu">HGTC-Clinical@hgtc.edu</a>	* Please make sure all scanned documents are legible *
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**Please do not submit original documents, only copies! Please keep originals for your records!**

\*Questions or concerns please email [HGTC-Clinical@hgtc.edu](mailto:HGTC-Clinical@hgtc.edu).