CSU OT Criminal Background Check Policy and Procedures

All CSU OT students will complete a minimum of one criminal background check per year, scheduled for summer or early fall with the CSU vendor American Databank (ADB). Students may need to do additional background checks if required by a confirmed fieldwork site. Students are responsible for initiating the background check by going to the ADB web site to register, pay and authorize release to CSU OT Department. The criminal background check is required, if the student does not complete the check or it is delayed, fieldwork will be postponed, cancelled or rescheduled until the check is completed.

It is the student’s responsibility to forward the results from the background check to the student’s confirmed fieldwork placement if required by the site (for a list of site prerequisites-please refer to E*Value). Student criminal background check results are education records as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and are reviewed only by personnel with a legitimate educational interest, such as the academic fieldwork coordinator and administrative staff within CSU. Results are also released to personnel at the fieldwork site. The student background check results will be stored in the secured databank with the vendor, and retrieved only when needed to meet requirements for a placement.

The term “criminal background check” refers to a formal review of official state, local, and/or federal law enforcement records. Requirements to conduct student criminal background checks can arise from state law, agreements with fieldwork sites and potentially from the rules of external agencies (Joint Commission on Accreditation of Healthcare Organizations-JCAHO). Background checks are performed annually because the information is accurate on the day the check is performed and becomes potentially outdated over time.

If a student’s background check indicates a criminal conviction the student will be notified and provided an opportunity to address the concerns and dispute any information contained. This process could affect timing for beginning the fieldwork placement, or may prevent a student from receiving a fieldwork placement. Every effort will be made to work with the student to ensure accuracy of the background check and prompt review of any discrepancies.

The student is expected to complete the Initial Background Check for $49.95 upon admission into the OT program. Subsequent checks occurring at least annually while in the OT academic program will review the time frame since the initial check without repeating the full 7 year history. If the fieldwork placement involves working with children at a non-public Colorado school district, the Colorado Central Registry for Child Protection for $37 will be required. Students doing fieldwork at Colorado school districts will obtain a background check through the Colorado Department of Education. Some fieldwork sites conduct their own required student background check, which occurs in addition to the CSU OT background checks.

1. **Initial Background Check** $49.95: Inclusive pricing provides Statewide or County Criminal History Record Search last 7 years, Social Security Number Trace, Residential History, Nationwide Sex Offender Registry, Nationwide Criminal History Record Search, Office of Inspector General Sanction Report (OIG), General Service Administration (GSA), Food and Drug Administration Debarment List (FDA). There will be additional fees if the student lived internationally during the past 7 year history.
   
2. **Subsequent Background Checks (following initial)** $25: Includes Current Statewide or County Criminal History Record Search, Social Security Number Trace, Residential History, Nationwide Sex Offender Registry, Nationwide Criminal History Record Search, Office of Inspector General Sanction Report (OIG), General Service Administration (GSA), Food and Drug Administration Debarment List (FDA).

   **Note:** This check is intended to review a student’s background record since the initial check, expanding upon the comprehensive 7 year history to update it without repeating the time frame prior to the initial check.
   
   *If the applicant has lived outside of their current state in the last 7 years, he or she will be charged $10.00.

   *If the applicant has lived outside of their current state in the last 7 years, he or she will be charged $10.00 per additional State search or County search if State search is not available.

   In the case of states with high court fees such as AR($22), FL($24), IL($10), IN($15), KS($20), KY($20), ME($31), MI($10), MO($11), MT($12), NY($67), OK($15), PA($10), SD($20), SC($25), TN($29) and VT($30) the applicant will also be charged the cost of the high court fee.

   In the case of counties with high court fees such as ME($31), MI($10), NH($67), NV($21), NY($67), SD($20), VT($30), and WY($25) the applicant will also be charged the cost of the court fee. Maiden/Alias names will be $10.00 per State/county searched. Pricing is subject to change due to state/county court fee increases.

3. **Colorado Central Registry for Child Protection** $37.00: Includes Central Registry fee for search conducted through the State of Colorado Child Protection registry. Turnaround time is 10 days to 3 weeks.