

**DRUG SCREENING AND CRIMINAL BACKGROUND CHECK
ACKNOWLEDGEMENT AND AGREEMENT**

UNC CHARLOTTE COLLEGE OF HEALTH AND HUMAN SERVICES

EDUCATION PROGRAMS REQUIRING EXTERNAL HEALTH OR HUMAN SERVICE AGENCIES

Student's Printed Name

CHHS Program

1. I understand and acknowledge that the UNC Charlotte College of Health and Human Services (CHHS) has affiliated with several health care and human services facilities (hereinafter "Agencies") to provide internships, field placements or clinical experiences for students in the CHHS (hereinafter "Students"). I further understand and acknowledge that the Agencies have a compelling interest in the integrity of their services and the health and safety of their patients, others who may come into contact with Students, and the Students themselves.
2. I understand and acknowledge that in order to protect their interests, many Agencies require Students to comply with their drug testing and/or criminal background check policies and to undergo drug testing and/or criminal background checks as conditions of participating in their education programs. In addition, such Agencies often require that Students submit to the required drug testing and/or criminal background checks at the Students' own expense. I understand that the CHHS will provide Students with information to obtain the drug testing and/or criminal background checks required by the Agencies.
3. I understand and acknowledge that an Agency may, in accordance with its policies, reject or expel a Student from its Agency based on the results of the drug testing and/or criminal background checks.
4. I am or will be enrolled as a student in the CHHS, and I plan to participate as a Student in an educational experience at an Agency.
5. Because participation in agency-related educational programs is a degree requirement for students in the CHHS program indicated above, I understand that I may be required to undergo a criminal background check and/or drug screening as a condition of my participation in an internship, field placement or clinical experience at an external health and human service agency.
6. As a condition of participating as a Student in an education program, I hereby agree to comply with the criminal background check requirements at each Agency to which I am assigned. If the Agency facilitates criminal background checks, I agree to comply with such requirements and follow the procedures set forth by the Agency. If the Agency requires that I undergo a criminal background check prior to my placement, I agree to undergo a criminal background check by a CHHS-approved agency at my own expense. I will then submit my original results to the Agency in the manner the Agency requests (which may be through an electronic system, through CHHS, or through my direct submission). The Agency will

determine whether the results of my criminal background check are acceptable.

7. I hereby agree to comply with the drug screening test requirements at each Agency to which I am assigned. If the Agency facilitates drug screening, I agree to comply with such requirements and follow the procedures set forth by the Agency. If the Agency requires that I undergo drug screening prior to my placement, I agree to undergo drug testing by a CHHS approved testing laboratory at my own expense. I will then submit my original results to the Agency in the manner the Agency requests (which may be through an electronic system, through CHHS, or through my direct submission). The Agency will determine whether the results of my drug screening are acceptable.
8. I have read both the CHHS Criminal Background Check and Drug Screening Policy and this Acknowledgement and Agreement, and I understand its contents. I have had the opportunity to ask questions of and discuss the Policy and this Acknowledgement and Agreement with appropriate administrators in the College of Health and Human Services. I understand that I am responsible for meeting the requirements set forth in the Policy and this Acknowledgment and Agreement.

Student's Signature

Date

Drug Screening and Criminal Background Check Procedure

All students entering into schools, health care and human service agencies for clinical, field placements, practicum, and/or internships are required by these agencies to obtain criminal background checks and drug screening. (See the Criminal Background Check and Drug Screening Policy). You will need to do this **prior** to beginning your field placement, internship, clinical rotation, or practicum class and entering these agencies. You are responsible for payment of these tests.

For drug screening, students are encouraged to use the two agencies listed on the CHHS Advising Center website under "Agency Compliance" at <http://www.health.uncc.edu/>. The approximate cost for drug screen is \$35.00 and students pay at appointment. Once you obtain your results, you are responsible for keeping the original results to demonstrate compliance at any of the education affiliated agencies.

The University of North Carolina at Charlotte and other UNC universities have contracted with **Certiphi Screening, Inc.** to conduct these criminal background checks. No other investigation agency will be accepted. Once you obtain your criminal background check results from **Certiphi Screening, Inc.**, you are responsible for keeping these results to prove your compliance with agency's policy. The College of Health and Human Services will not keep any records of your completion of these tests. You also are responsible for paying Certiphi Screening, Inc. Below are instructions for the process to obtain your criminal background check from Certiphi Screening, Inc. Please read this carefully.

Certiphi Screening, Inc. Student Instructions

Before you can start the criminal background check process, you must first be given authorization. To receive authorization, **your program coordinator** must provide Ms. Sandra Mann in the CHHS Advising Center with your name, UNC Charlotte student ID, date of birth, and UNC Charlotte email. Ms. Mann will provide Certiphi with your information. Once Certiphi receives your information, they will then notify you by email (your UNC Charlotte email address) that you've been authorized to complete the background and will provide you with the instructions.

The University of North Carolina at Charlotte has asked that you use Application Station - Student Edition to complete a background investigation. To do so, please follow the instructions below:

1. Type the following link into your browser: <http://www.applicationstation.com>
2. Enter the Code: **UNCCCHHS** in the Application Station Code field.
3. Create an account for yourself by clicking the "SIGN UP NOW" button. If you have previously created an account, simply click the "SIGN BACK IN" button to login using your Username and Password.
4. Follow the instructions on the Application Station web site to complete your background investigation order.

If you have questions pertaining to the criminal background check process, please contact Jackie Smith, Certiphi Student Screening Account Manager, by telephone at 888-260-1370, ext 2436 or via email at jsmith@certiphi.com. If you encounter technical issues with the Application Station site, please contact Application Station Support at: 888-291-1369 x2006

Effective Date: 8/10/05

Revised: 9/16