



CCCS Healthcare Student Instructions for the Background Screening Procedure

This screening is for the admission of the healthcare program at your institution. This background screening is not for the **Certified Nursing Aide (C.N.A) License** purpose, which is processed through the Board of Nursing/Promissor. If you have any question about C.N.A. certification, please call us 1-800-200-0853 or 303-573-1130.

Instruction for Background Screening:

Step 1: Go to www.healthcareex.com

Step 2: Read the main page and prepare for the information needed before starting. (Your personal information is required, Driver License number, phone numbers of previous employers. We highly recommend that you compile all the information and have on hand before starting. For instances, do you remember the address and phone number of your high school?)

Step 3: Print out **Disclosure and Release Form** from the website. Fill out and sign the **Disclosure and Release Form**, then Fax to American DataBank at 303-573-1298 or mail to us. (By not completing this part of the process, your background report may be delayed and not allow you to be accepted in the program).

Step 4: Go to **Click to Order** near the bottom of the page on this Website and start filling in your information. If you do not have the information or are unable to answer, please type N/A. Please provide the information to the best of your ability. Follow the steps for ordering and fill out each field as needed.

Step 5: Pay with your credit card or money order so your order can be processed. If paying by money order please send to 820 16th Street, 8th floor. Denver, CO 80202. The order will not be processed until the money order is received.

Once American DataBank receives all necessary information from you, we will process your order as soon as possible. Your results will be sent to the designated personnel at your school.

**Health Professions
Background Check Policy & Procedure**

1. Student is accepted provisionally pending completion of criminal background check.
2. Student goes onto www.healthcareex.com to request a criminal background check. They will need to be prepared to give the following information:
 - Legal Name
 - Date of Birth
 - Social Security Number
 - Phone Number
 - Email Address (if available)
 - Driver's License Information (License # and State Issued) for the Last 7 Years
 - Residency History for the Last 7 Years
 - Employment History for the Last 7 Years (Maximum of 3 Most Recent Jobs)
 - Information on the Highest Level of Education Obtained
 - Credit Card Information/Money Order **\$60.00**
3. Student will need to pick Pueblo Community College as school they are attending. You will also need to pick your program of study from the following:
 - EMT
 - Nursing
 - Therapy (PTA - OTA)
 - Radiography Tech.
 - CNA
 - Other (Dental programs)Complete the remaining information requested.
4. Students will also need to print the "Disclosure & Release Form", complete it, and send it to American DataBank.
5. The criminal background check will be sent to the college and the student will be notified by mail if they are disqualified from entering their program within 7 to 10 business days.

The chair of the department will be notified by e-mail if a student is disqualified from entering their program.

FAQ:

Q. How long will it take?

Once we receive all necessary information from you, it will take 5 to 10 business days at most.

Q. How can I get copy of the result?

We will provide an electronic copy of the results by email. Please go to **Contact us** at website and make a request.

Q. Who is American DataBank?

American DataBank is an authorized service provider for the CCCS screening program. We are Colorado-based public record search company operated in downtown Denver since 1998.

Q. Can I receive the receipt?

You will receive order confirmation and receipt by email.

If you have any questions using the website, please contact American DataBank during business hours, 7:30 a.m. to 5:00 p.m. Monday through Friday, 303-573-1130 or 800-200-0853.



Dental Assisting Program
900 W Orman Ave
Pueblo, CO 81004
719-549-3280/3263

January 20, 2012

Due to a change in policy mandated by the State of Colorado, all students entering health programs at Pueblo Community College are now required to complete a Criminal Background Check **before** admission to any Health Profession program.

To comply with this directive, it is imperative that you complete the attached Criminal Background Check as soon as you have been notified of your acceptance into the Dental Assisting Program. Directions for completing the Criminal Background Check are attached, but if you have any problems with this process or any concerns regarding it, please contact me as soon as possible so that I can assist you with the process.

The Criminal Background Check **must** be completed by July 1, 2012 for entrance into the Fall 2012 program.

Janet V. Trujillo, CDA, EFDA, BS
Department Chair
Dental Assisting Program

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Please sign and return the bottom section of this form along with application:

I _____ have received the information packet regarding the Criminal Background check.

I understand that my acceptance into the Dental Assisting Program is provisional pending successful completion of the Criminal Background Check.

I understand that if I do not have the Criminal Background Check process completed by July 1, 2012, my provisional acceptance into the Dental Assisting Program will be revoked and I will no longer be eligible for entrance into the program for Fall 2012.

Student Signature

Date