



Nursing Department Criminal Background Check Process

Students who are contacted for admission to the PCC Nursing Program are required to complete the FBI fingerprinting to determine application eligibility. (The criminal back-ground check and drug screening will be done at time of admission.)

1. **Go to the website:** www.healthcareex.com.
2. Select **Package #1 (Criminal Background Check \$59.00)**
3. Be prepared to supply the following information when submitting your background check information.
 - **Step 1: Applicant Information**
Please provide your name, date of birth, social security number, phone number, Email address (if available), driver's license information (license # and state issued), the school and program you are attending.
 - **Step 2: Residency History For The Last 7 Years**
Please provide your address, city, state, zip, and the dates of residence for the previous seven years.
 - **Step 3: Employment history For The Last 5 Years**
List the company name, location(city and state), phone #, position, wage, and the dates of employment.
 - **Step 4: Highest Level of Education Obtained**
This information must include, school name, location(city,state), dates attended, Course, Degree
 - **Step 5: Payment Information**
Provide payment by credit card or money order.