

CRIMINAL BACKGROUND CHECK WITH FINGERPRINTING

CBC w/ FINGERPRINTING INSTRUCTIONS

1. Complete Student Background Check Information Form

- Print and fully complete the Student Background Check Information Form and bring it with you at your scheduled appointment time at the Bryant Center at Tradition.

2. Schedule Appointment

- To schedule your background check appointment, click [HERE](#). All appointments are scheduled through the booking link.

3. Payment

- After you have completed your scheduled appointment at the Bryant Center, the \$65 CBC payment must be made at one of the four MGCCC Business Offices before the fingerprinting process can occur. Be sure to check the Business Office's operating hours ahead of time.

4. Authorization Code and Payment Receipt

- Bring the authorization code from the Bryant Center and the payment receipt along with a government-issued Driver's License or I.D. to the Campus Police. Fingerprinting will not be performed without these documents. No appointment is needed to submit your fingerprints.

5. CBC Results

- Once your "clear" CBC results are available, you will receive an email notification to your student email. Only the applicant can then pick up their "clear" results at the Bryant Center at Tradition with their government-issued Driver's License or I.D. during regular college business hours. However, "unclear" background results will be mailed to the address provided on the Student Background Check Information Form from the MS. State Department of Health Office. Please contact the Bryant Center at 228-267-8637, as further documentation is required.

MISSISSIPPI GULF COAST COMMUNITY COLLEGE
School of Nursing and Health Professions
Criminal Background Check Procedure

Healthcare programs, credit and non-credit, under the School of Nursing and Health Professions (SON&HPs) are required to meet clinical facility and state requirements for the criminal background check (CBC) and fingerprinting which includes having a "clear" or "acceptable/approved" result.

Once the criminal background check and fingerprinting scanning has been completed by MGCCC Campus Police, the scanned fingerprints will automatically transmit to the MS Criminal Information Center (Department of Public Safety) and to the FBI for a national criminal history record check. Thereafter, a MGCCC staff or administrator will review each applicant's information via a secure login and password provided by the Licensure/Criminal History Record Check Unit of the Mississippi State Department of Health Office. Following final processing, communication will include one of the following results: (1) clear, (2) processing, (3) need information, or (4) facility notified (Disqualified Event)/Rap Sheet report required.

When a CBC result is marked "clear," it will be printed and notarized by the college. Applicants will be notified through their student email once it is ready for pick-up. To collect the document, applicants must return to the Bryant Center at Tradition and present a government-issued Driver's License or photo ID. *Pick up is available only during regular college business hours of Monday-Friday 8:00a.m.-5:00p.m.*

A CBC letter that "may have a disqualifying event" (also referred to as a "Rap Sheet"), is mailed directly to the applicant's mailing address by the Mississippi State Department of Health Office. For program consideration and acceptance, the original "Rap Sheet" along with any court documentation such as (court disposition, abstract or other documents) showing the listed event(s) have been resolved, must be delivered by the applicant to the designated Nursing or Health Professions program personnel as soon as possible. The School of Nursing and Health Professions CBC clearance committee will review the details of the "may have a disqualifying event" letter and "Rap Sheet", along with all other substantial documentation submitted by the applicant. The committee will then make a final decision on the applicant's program acceptance. All decisions will be based upon "an identifiable violation(s) on the history described as pursuant to MS Code 43-11-13 that would prevent clinical attendance and/or licensure". Each applicant will be notified of the committee's decision by the program's coordinator or department chair.

If an applicant has one (1) or more identifiable violations on the history described as pursuant to MS Code 43-11-13 that would prevent clinical attendance and/or licensure, if applicable, the decision will be made by the Clearance Committee to not allow initial or continued admission or enrollment into a Nursing or Health Professions program at Mississippi Gulf Coast Community College. However, upon the completion of a legal expungement, the committee may revisit the decision.

Additional Information:

- Information will be kept confidential and only shared with the Program Administrators and clinical affiliates as needed.
- CBC result is valid for two years(from date listed on CBC). In order to remain in the program, students enrolled in MGCCC nursing or health profession program, are required to complete the entire process and receive committee clearance, if applicable.
- Criminal Background Checks are required for admission into any nursing or health profession program at MGCCC and must be obtained through MGCCC.
- Please see the MGCCC College Directory for Campus Police contact information at <https://www.mgccc.edu/police/>
- School of Nursing and Health Professions contact information:
 - Health Professions Chairperson: District Office - 228-497-7769
 - Nursing Year I Chairperson: Bryant Center - 228-267-8642
 - Nursing Year II Chairperson: Bryant Center - 228-267-8688
 - Continuing Education Coordinator: District Office - 228-267-8676

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability in its programs and activities. For further information, contact the Compliance Officer, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-528-8735, email address compliance@mgccc.edu.

Student Background Check Information

Please **PRINT** clearly

First Name: _____ Middle Name: _____

Last Name: _____ Suffix (Jr., Sr., etc.): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Social Security #: _____ Date of Birth (MM/DD/YYYY): _____

Race: _____ Gender: _____

Eye Color: _____ Hair Color: _____

Height: _____ Weight: _____

U.S. Citizen: (Circle one) Yes or No If No, list country of citizenship: _____

Place of Birth: (State or Country): _____

Phone Number: _____ Email Address: _____

I am confirming that all the information provided is *TRUE* and *ACCURATE* to the best of my knowledge.

Signature: _____ Date: _____

NOTE: If you receive your background check with disqualifying events in the mail, contact the Bryant Center as soon as possible at 228-267-8637. Please submit a copy of your notification letter from the Mississippi State Department of Health Office you received in the mail, along with the official court disposition, or any relevant documentation pertaining to the matter. Your background check will be reviewed by the appropriate committee for further consideration.

Choose a Campus to complete your Transaction and Fingerprinting:

(circle one below)

Perkinson George County Harrison County Jackson County

Program of Study: _____ Student M#: _____