

Tennessee College of Applied Technology at Elizabethton
Practical Nursing Program
426 Highway 91 North
Elizabethton, Tennessee 37643
Phone: 423-543-0070 • Fax: 423-547-2587

Dear Nursing Student,

The clinical agencies that Tennessee Technology at Elizabethton affiliates with require background checks for all students entering the clinical area. This is to ensure a safe clinical environment for both students and the public, and to meet the contractual requirements of area healthcare facilities. The student assumes the cost and responsibility for getting the criminal background check completed as they do for all other requirements for clinical placement (i.e.: PPD, Hepatitis B immunity status, confidentiality agreement, etc.)

True Screen is an acceptable screening procedure approved by the clinical agencies. Students who fail to submit a background check cannot complete or maintain enrollment in the nursing program at the Tennessee College of Applied Technology at Elizabethton.

Please follow the directions on the True Screen page for submitting your application to True Screen.

Payment can be made by credit cards and PayPal.

Upon completion the results of the background screening will be sent to you via email and to the Tennessee College of Applied Technology at Elizabethton. The specific finding in your background check will not be revealed. The only information the school will have access to will be a "Review" or "Fail."

If you have any questions on the background check screening process or results, please contact True Screen at 888-276-8518.

Your Criminal Background Check may come back negatively based on inaccurate or accurate information. If your background check comes back negatively, depending on the reason, you will need to correct inaccurate information to have a clear background check or seek permission from our clinical affiliates to attend clinical for an accurate negative background check. These processes will take some time so you must **complete the background check process immediately** giving you the opportunity to correct problems or seek permission to attend clinical from our affiliates should the need arise.

Once the Background check is completed, please follow these steps:

1. What to do if your Criminal Background Check comes back Clear

You do not need to do anything. I can access your status through Verified Credentials. All you need to do is turn in your required Health/CPR and Insurance documents at the designated time.

2. What to do if your Criminal Background Check comes back anything other than Clear

- A.** If any information is found that is not accurate and that would negatively affect your eligibility for clinical placement in the nursing program you should challenge the information immediately. You must contact TrueScreen at 888-276-8518. Please **DO NOT** email your background check to the school.
- B.** If any information is found that is accurate and would negatively affect your eligibility for enrollment in the nursing program you will have the opportunity to seek permission to attend clinical from our affiliate agencies. The clinical agencies determine your eligibility to attend clinical. Please **DO NOT** email your background check to the school or the clinical agencies, however you do need to email Kathy Bullen at kathy.bullen@tcatelizabethton.edu for further instructions.

If you have any questions about or experience difficulties with completing the background screening process, please contact True Screen at 888-276-8518.

Your Criminal Background Check must be completed and your eligibility to attend clinical be determined before you can be put on the clinical schedule. Therefore, it is imperative to complete your background check **immediately**. Thank you for your prompt attention to this request.

Sincerely,

Kathy Bullen

Kathy Bullen, RN, BSN, MSN-ed
Practical Nursing Director
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Email: kathy.bullen@tcatelizabethton.edu