

Criminal Background Check

All Loewenberg School of Nursing students must complete a criminal background check prior to enrollment. In the event that any healthcare facility (contracted by LSON for educational purposes) denies entrance to you as a student due to information revealed by the background check, you will not be able to complete the course requirements. Failure to meet the course requirements will result in termination from the nursing program.

It is the student's responsibility to complete the background check as directed below and to pay all costs associated with such checks. Students will be sent the full report and should be retained. A criminal background checks **flagged YELLOW or RED** requires documentation from the student describing the nature of the issue. The Assistant Dean for Student Affairs will review the information to determine if further action is needed.

*******Register for your Criminal Background Check at least 10 days prior to the deadline to ensure timely receipt of report. *******

To access QualifiedFirst go to: <http://scholar.verifiedcredentials.com/memphis>

Enter code for the program you will be attending located above the "Get Started!" button on the right side of the page.

Loewenberg BSN <u>MEMPHIS CAMPUS</u> Background Check	Loewenberg BSN <u>LAMBUTH CAMPUS</u> Background Check	Loewenberg <u>RN-BSN PROGRAM</u> Background Check
DDMCX-36292	YYJXK-94968	PPMDP-76379

- ◆ **Enter your 10 character program code** (5 letters and 5 numbers)
- ◆ Create a profile and complete information/application pages pressing DONE when finished with each (make note of this as you will use it to register for your urine drug screening)
- ◆ Sign the disclosure
- ◆ Make your payment selection and pay by credit card, debit card or PayPal
- ◆ Submit your Verified Credentials, Inc. order through QualifiedFirst
- ◆ Check your **email** (inbox, junk & spam) for **2 separate emails** from QualifiedFirst@verifiedcredentials.com
 1. A **Congratulations** once you have registered with VCI through QualifiedFirst
 2. A **Track Your Order** receipt once you have completed payment through QualifiedFirst

Upon completion the results of the background screening will be sent to you via email and to LSON. If any information is found that would negatively affect your eligibility for a Health Sciences program, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials. If you have any questions, our Client Services Team is ready to assist you. Please call (800) 938-6090 or ClientServices@verifiedcredentials.com.