

## Guidelines for CCC Background Checks for Experiential Learning Activities

1. This policy only applies to students enrolled in experiential learning where a background check is required i.e. Education and Health.
2. All students enrolled in experiential learning activities are required to complete a background check at the expense of the student. Details will be provided to the student. Background checks must be completed as required by the program/course guidelines and may include the following, but not limited to.
  - a. Applicant Verification (to confirm the SSN is valid);
  - b. County Criminal-Statewide History Record Check for each state/jurisdiction covering all names and locations from the last 10 years;
  - c. Multi-Court Jurisdictional Database;
  - d. Search of Nebraska Justice statewide court system for criminal records;
  - e. National Sex Offender Registry;
  - f. Federal Criminal Search;
  - g. Global Watch;
  - h. State Health & Human Services Adult and/or Child Abuse Registry.
3. Any student not having completed the background check will not be allowed to proceed to the experiential learning placement.
4. The student will request a copy of the report and may be required to provide a printed copy to the practicum site. Background checks will not automatically be furnished to an agency. In some cases, the student may be asked to sign a release of information form before the background check will be shared.
5. All ECED students will complete the DHHS Report of Law Enforcement Contact Form at the beginning of each practicum and *at any time the student is arrested, issued a citation other than a minor traffic violation, or charged with or convicted of any felony, misdemeanor, or infraction.*
6. The ECED student will provide a copy of the Report of Law Enforcement Contact Form to the practicum site.
7. Health Science students will be provisionally accepted into all programs requiring experiential learning activities at CCC pending completion of the background check. Refusal to complete the background check or the student's status changing during the semester, s/he is required to update his/her status using the CCC Self-Report of Law Enforcement Contact Form. The student will not be permitted to continue his/her experiential learning until the charges are investigated.



- d. The following semester, the student may re-enroll in the practicum as long as no (a) disqualifying charges are pending or exist or (b) reviewable convictions are pending or exist.
- 13. A student may request verification or review of the background check. Requests will be directed to the Dean of Instruction.
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background check will be considered a reviewable offense and will follow the procedures below.

Reviewable Offenses are:

Any conviction, plea of guilty or no contest, deferred adjudication, charges pending or current probation of the following criminal offenses (Misdemeanor or Infraction) appearing on a background check will require review by the dean of instruction before an applicant (1) may begin/experiential learning experiences associated with a course in which she/he is enrolled or (2) is offered admission or continuance in any Central Community College program requiring experiential learning.

- a. Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence
- b. Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances.
- c. Crimes of theft or larceny
- d. Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.)
- e. Battery
  - a. Breaking and Entering
  - b. Burglary
  - c. Credit Card Fraud
  - d. Forgery/counterfeiting
  - e. Handgun Violations
  - f. Harassment
  - g. Hate Crimes
  - h. Obscene Matter
  - i. Receiving Stolen Goods.

Disqualifying Offenses Procedure

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