

JEFFERSON COLLEGE CMA PROGRAM BACKGROUND CHECK

As a requirement of the Jefferson College Certified Medical Assistant Program (CMA) application process and in response to RSMo 660.317 and 660.315, students will be required to consent to release of their criminal history records as a condition of admission and/or re-admission to program as well as to determine the applicant's ability to enter patient care areas in order to fulfill the requirements of the CMA program. The CMA Program Coordinator will receive the results of the criminal background inquiry. The results will remain confidential.

As stated:

RSMo 660.317 prohibits a hospital, or other provider, from knowingly allowing those who have been convicted of, pled guilty to or nolo contendere in this state or any other state or has been found guilty of crimes, which if committed in Missouri would be a Class A or B felony violation, to give care to clients in their agency. As defined by state law, these are violations of chapter RSMo 565 (domestic violence/violence against a person), RSMo 566 (sex offenses) or RSMo 569 (robbery, arson, burglary, or related offenses), or any violation of subsection 3 of section 198.070 RSMo (abuse and neglect), or section 568.020 RSMo (incest).

RSMo 660.315 requires an inquiry whether a person is listed on Missouri Department of Health and Senior Services disqualification list. In addition to these records, an on-line search will be conducted to determine if a student is on other government sanction lists. These on-line searches include Office of Inspector General (OIG) and the General Services Administration (GSA).

Any student found to have a positive criminal background check (Class A or Class B felony) as defined by state law, or on one of the governmental sanction lists, will be immediately dropped or withdrawn from the program.

A grade of "W" will be transcribed if prior to the College's withdrawal date. A grade of "F" will be transcribed if the student is removed from the program following the College's withdrawal date.

Students in clinical agencies are subject to the policies of Jefferson College and must also abide by the policies of the agency in which they are assigned as a CMA. A student may be required to have additional testing. Any student who refuses to submit to initial or subsequent testing will be dismissed from the CMA program.

Students must abide by the terms of the above policy and must report any conviction under a criminal statute for any violations occurring on or off College premises. A conviction must be reported within five (5) days after the conviction. Students convicted of involvement in a criminal offense may be dismissed from the CMA program.

Criminal background check procedure:

- 1) All students will be tested upon conditional acceptance into the CMA program.
- 2) Testing expenses are included in the student's fees.
- 3) Students who test positive for a Class A or B felony and/or governmental sanction lists will be ineligible to continue and will be dropped or withdrawn from the program if the withdrawal deadline has not passed.
- 4) All initial criminal background testing must be completed 30 days prior to the start of classes.
- 5) Failure to complete a criminal background check by the specified date will result in the student's dismissal from the CMA program.
- 6) Any discipline called for pursuant to the College's criminal background policies for CMA students will be governed by the "Rules of Procedure in the Student Disciplinary Matters" as they appear in the Jefferson College Student Handbook.



JEFFERSON COLLEGE CMA PROGRAM
CRIMINAL BACKGROUND CHECK
CONSENT FORM

As part of the student clinical affiliation, I _____
Applicant's Name (**Please Print**)

consent to the release of any criminal background records by the Missouri State Highway Patrol and any other agency that provides such information, and to the conduct of an investigation and obtaining of information including Employer Disqualification List (EDL), Department of Family Services (DFS), and Office of Inspector General (OIG).

The information received by the Coordinator of the Jefferson College CMA Program will remain confidential and will be used for the sole purpose to determine my ability to enter patient care areas in order to complete the requirements of the CMA program.

I also understand if my criminal history prohibits my placement in the clinical setting, I will not be able to complete the CMA program at Jefferson College.

Full name (Print): _____ SSN: _____

Previous name(s): _____ (include all last names you have been known as)

Address: _____
Street Address City State Zip

Date of birth: _____ Place of birth: _____

Signature: _____ Date: _____