


Background Instructions

Ordering student background screening reports and immunization tracking from CastleBranch couldn't be easier! You must go to drug testing site within 48 hours after initial payment has been made

Ordering Instructions:

1. Go to: <https://www.castlebranch.com/>
2. Select: *Students*
3. Enter Package Code: **CJ59**
4. Review the Disclosure Statement.
5. Enter your full name and Social Security number, sign the statement.
6. Complete the online application section in its entirety.
7. **Payment \$102.75:** Have credit card (Visa/Mastercard/American Express/Discover) information ready in order to process payment.

8. A completed copy of your background check report will be emailed to you within 7-10 working days.
9. Wait: Drug Screen paperwork will be emailed to you with directions to nearest Quest Lab. You must go to testing site within 48 hours after receipt of email. **Candidates may be disqualified from the program if deadline is not met.** Appointments may be required at some testing locations.
10. **Immunization Tracker** – All students must upload all medical records by July 27, 2020 to CastleBranch. Student will retain the original. Legible Copies will be submitted to the program office on July 31st. Do not take pictures of your paperwork for uploading. Please scan to legible PDF format. See checklist for documentation listing.



Please sign same day payment is made to
CastleBranch. Upload to your account.
Submit original to the program office with your
profile form.

Nature and Scope

NATURE AND SCOPE OF INVESTIGATIVE CONSUMER REPORT "California Use Only"

CHABOT COLLEGE BACKGROUND PACKAGE

- Social security Number Trace
- Combined OIG/GSA Excluded Parties/Debarment Search
- Felony/Misdemeanor Criminal Conviction Record Search
 - *Infractions, Misdemeanor or Felonies convictions: It is required to meet with the program director if you have any convictions for infractions, misdemeanors or felonies which may impact your ability to obtain a registered nurse license or work in our clinical site. You are required to call and make an appointment with the program director (510) 723.6896 or (510) 723.6874 by August 1, 2020.*

CHABOT COLLEGE DRUG SCREENING

- 10 Panel Drug Screening
 - Drug testing will be performed using a 10 panel, urine-based test performed at SAMHSA certified laboratories. An adulteration test will be performed as well. All drug tests will be sent to a medical review officer (MRO). Every individual that has a non-negative laboratory result will have an opportunity to speak with an MRO before a report is made to the Chabot Nursing Program.

STUDENT ACKNOWLEDGEMENT

Check each box below as read.

- I have read and understand the following California Notice of Rights and agree to have a background and drug screen completed for the Chabot Nursing Program.
- I understand if I test positive for any 'non-prescriptive' drug I will be disqualified from the program.**
- I verify I do not have any infractions, misdemeanors or felonies. I do not need to meet with the program director.

Student Signature Required:

Student Signature

Date

PRINT Name

Student ID#



California Notice of Rights for Investigative Consumer Reports

1786.22.

- (a) An investigative consumer reporting agency shall supply files and information required under Section **1786.10** during normal business hours and on reasonable notice.
- (b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:
- (1) In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.
 - (2) By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.
 - (3) A summary of all information contained in files on a consumer and required to be provided by Section **1786.10** shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.
- (c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.
- (d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section **1786.10**.
- (e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section **1786.22**.
- (f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.