Dear Student:

In order to assess a student’s suitability to function in a health care environment, to assist health care facilities in complying with accreditation standards, and to ensure that students are able to complete their required curriculum, all College of Health Sciences students admitted to majors that include or may include, at a future date, a clinical component at a health care facility are required to undergo and pass a background screening. The required screening includes the following:

a. Social security number verification  
b. Criminal Search (7 years or up to 5 county criminal searches)  
c. Employment verification (for students with a previous professional health care license)  
d. Violent Sexual Offender and Predator Registry Search  
e. Office of Inspector General List of excluded Individuals/Entities  
f. General Services Administration List of Parties Excluded from Federal Programs  
g. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)  
h. State Exclusion List (http:www.hhsc.state.tx.us/OIE/exclusionlist/exclusion.asp) and Nationwide Healthcare Fraud and Abuse Scan

As of Fall 2005, students in the following majors must submit to and pass the above required background screening:

a. Nursing  
b. Clinical Lab Sciences  
c. Occupational Therapy  
d. Physical Therapy  
e. Speech and Language  
f. Pharmacy  
g. Social Work  
h. Any student regardless of major who is enrolled in a clinical course

Please see attached Policy regarding Background Checks for College of Health Sciences Students. The Policy provides guidance in how the Background Checks will be managed within the College of Health Sciences.

Background checks will be honored by all hospitals in the El Paso area for the duration of the student’s enrollment in the respective clinical Program if the participant has not had a break in the enrollment at the College of Health Sciences and the original screening is not more than 5 years old. A break in enrollment is defined as non-attendance of one full semester (Fall or Spring) or more. However, a student whose attendance or clinical placement has been suspended due to declaratory order process or space availability issues will not be considered as experiencing a break.

Students are to follow the process as outlined in the attached flow sheet. Attached is a list of some convictions which may result in a failure to pass the background check. Also, attached is a Consent and Release Form which you must sign and return to the College of Health Sciences Student Support Center at the address noted below.
To complete the clearance, contact Certified Background at www.certifiedbackground.com. You can find this web site link on the College of Health Sciences web page as well. You will be prompted to complete the application and to pay the required fee. Attached are detailed instructions on how to order and complete your background check. The results or a report concerning the results will be made available to you, representatives of UTEP, and the clinical site.

This required background check must be completed by the specified deadline as listed on the compliance webpage (http://academics.utep.edu/chs/compliance) or you may be dropped from the respective Program of study. The signed UTEP Consent and Release Form should be sent to the following address:

Leticia Sifuentes  
Compliance Coordinator  
University of Texas at El Paso  
College of Health Sciences  
1101 N. Campbell Street, Rm. 230  
El Paso, Texas 79902

Failure to pass on the background check will result in an administrative withdrawal from the major until reinstatement is authorized by the Dean of the College of Health Sciences or, in the case of Nursing students, a Declaratory Order has been obtained from the Texas Board of Nursing Examiners.

If you have questions about this policy, please contact Compliance Coordinator, Leticia Sifuentes (lsifuentes1@utep.edu).

Sincerely,

Leslie Schulz, PhD  
Dean, College of Health Sciences  
Charles T. and Shirley L. Leavell Professor of Health Sciences