

Mandatory Background Check

Criminal background checks for nursing students are a requirement for some clinical and internship sites and by certain accrediting bodies, including the Joint Commission and the American Association of Colleges of Nursing. YSN has contracted with *CastleBranch, Inc.* to conduct background checks through a secure, online process. Prior to the beginning of the academic year, **each new student to YSN** is required to access www.CastleBranch.com to apply for their background check online. This is a one-time only requirement. Students are responsible for payment which typically starts at \$30 and increases based on the complexity of the background check. YSN will be able to view these results indicating if a student has cleared the background check and will notify clinical sites as required. Prior convictions may affect the ability to have clinical placements, which may impact a student's progress through the Nursing School program.

The essential steps are:

- 1) Go to www.CastleBranch.com; Click the “**PLACE ORDER**” BOX in menu (either top right or at bottom)
- 2) In the Package Code box, enter the package code **AE53**
- 3) This will bring you to a Please Review screen, then you will follow continue order prompt. CastleBranch.com accepts Visa, MasterCard and money orders.

Please complete this background check after acceptance of admission to YSN, by May 1st. Failure to do so may jeopardize your progress in the program.

Please Note:

- Students have access to the results of the background check. Simply log back onto <https://mycb.castlebranch.com/> with your email/username and password and you can acquire copies.
- Clinical agencies may require additional background checks or their own specific process of background checks or screening. In such cases, you will be notified and will need to complete additional steps to work clinically at these sites. Results may impact clinical placement and your ability to progress in the program.
- Students should be aware that regardless of completion of educational program requirements, licensure as an RN or APRN may not be possible depending on history of convictions.
- Students should consult laws related to licensure and history of convictions in the states where they plan to practice.
- Some clinical training sites require drug testing. If a student tests positive for non-prescription drugs, including certified cannabis users, at their clinical training site, YSN may not always be able to accommodate the student at a different site and it could potentially lengthen the student's program of study.

Revised by Academic Leadership: March 21st, 2022

Approved by BPO: April 20th, 2022