

YSN Procedure for Criminal Offense Record Investigation
(CORI) of students March, 2016

The Joint Commission has issued guidelines concerning the requirement of criminal background checks for nursing students. Indeed, many of the clinical and internship sites where YSN students are placed require such checks. For this reason, and at the recommendation of 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 and apply for their background check on line. This is a one-time only requirement. Students are responsible for payment; the typical charge should range from \$20 to \$50. YSN will be able to view the results and thus notify clinical sites, when requested, that a student has cleared the background check. Students should also be able to obtain the results for their own records and to provide to clinical agencies when requested.

The essential steps are:

- 1) Go to www.CastleBranch.com ; Click the “**PLACE ORDER**” BOX
- 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 prior to your arrival at YSN. The background check must be completed by **August 12, 2016**, at the latest. Failure to do so may jeopardize your progress in the program.

Please Note: Student have access to the results of the background check and can access them anytime they need a copy. Simply log back onto <https://mycb.castlebranch.com/> with your email/username and password and you can acquire copies.

MKS/amt

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