

SCHOOL OF ALLIED MEDICAL PROFESSIONS
BACKGROUND CHECK INFORMATION AND PROCEDURES
FOR AUTUMN 2009 ADMISSION

Congratulations on your admission into The School of Allied Medical Professions. The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) has mandated that all students working or completing clinical education activities in hospitals and clinic settings must have a Criminal Background Check. To comply with this mandate, The Ohio State University Medical Center requires that all incoming students have a Background Check prior to enrolling in the first quarter of classes.

You must complete the Background Check by September 1, 2009. It is recommended that you complete your Background Check at The OSU Medical Center Department of Security. However, you may have it completed at an alternative site by following the directions outlined on the back.

Your Background Check will have to be completed and cleared before you will be issued an ID. This can take up to 90 days in some cases so please be sure you start this process immediately. We understand that you will not have 90 days before the start of the program. These cases are very rare and we will work with you in these circumstances.

1. Preferred Option – Complete Background Check at OSU

Go to The OSUMC Department of Security (S-128 Rhodes Hall, 450 W. 10th Ave) and tell them your name, that you are a School of Allied Medical Professions student, and that you are there to be fingerprinted for your Background Check. There will be no charge. You will need to show a photo ID and a Social Security Card. ID Processing hours are 7:00am - 4:15pm Monday – Thursday, Closed for lunch 12-1pm. Fridays are available by appointment only. Appointments can be made by calling 614-293-4452 or emailing ID.Processing@osumc.edu

2. Alternative Option- Complete Background Check Off Campus

- a. Follow the steps outlined on the second page of this document to submit the background check.
- b. Students also need to have an ID photo taken. When you arrive on campus, go to The OSUMC Department of Security (S-127 Rhodes Hall, 450 W. 10th Ave) and have your picture taken for your ID. You will need to show a photo ID (Driver's License is preferred) and a Social Security Card. ID Processing hours are 7:00am - 4:15pm Monday – Thursday, Closed for lunch 12-1pm. Fridays are available by appointment only. Appointments can be made by calling 614-293-4452 or emailing ID.Processing@osumc.edu.

Thank you for your compliance with this process. If you have any questions, please contact Kynthia Droesch at droesch.4@osu.edu.

SCHOOL OF ALLIED MEDICAL PROFESSIONS ALTERNATIVE BACKGROUND CHECK OPTION

1. Email Kynthia Droesch immediately and inform her that you will be completing your background check off campus at droesch.4@osu.edu.
2. Kynthia will need to send you some necessary forms and information for completing the Background Check.
3. Sites where you can complete your background check and their contact information can be found at this web site: <http://www.ag.state.oh.us/business/fingerprint/data/index.asp> Please contact them individually for their requirements and fees. You will be responsible for these fees.

