Successful completion of the Athletic Training Program requires participation in clinical experience courses. These courses include completion of supervised clinical hours both on-campus and at clinical sites in the community. Accredited healthcare and some non-healthcare organizations require criminal background checks on students scheduled for clinical experience rotations or internships. These are important to the student as well as the placement facility, as findings could alert the student employment in the field may not be possible.

Consistent with University policy and other allied health programs on campus, students can only enroll and be placed in clinical experience rotations after a background check, at their expense, has been completed which discloses they do not present a criminal history of:

- Convictions of laws regulating controlled substances;
- Convictions, at the felony level of crimes, as defined under Kansas Criminal Code (K.S.A. 21-3101 et seq.) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;
- Conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military or other state law requiring registry;
- Conviction, at the felony level of crimes, involving moral turpitude which include but are not limited to: perjury, bribery, embezzlement, theft, and misuse of public funds.

All students are required to complete a background check prior to the program start date. An adverse report may prevent a student from performing clinical education and thus may deny a student from entry into the program.

Any student with an adverse report must provide to the program written verification of eligibility to sit for the Athletic Training Board of Certification examination and eligibility for athletic training license through the Kansas Board of Healing Arts. University procedures will then be followed to determine the candidate’s admission status.

Additionally, the following exceptions will be considered, but are not a guarantee of program admittance.

Persons who have been convicted of a misdemeanor drug offense may be permitted to participate in the clinical experience courses and rotations if they have demonstrated, in the opinion of the program director and Kinesiology Department Chair, sufficient rehabilitation.

**Information Regarding Required Student Background Checks**

PreCheck, Inc. provides the background check service for Washburn University’s students.

Upon initial acceptance into the AT Program, The Program Director will send the Student Disclosure and Release order form (release form). This form provides information about what searches are done and instructions to accomplish the background check.

The student is responsible for ordering and paying for the service. The payment of $49.50, either by money order, or credit or debit card, must be submitted before the checking process can begin.
There are two ways an order can be placed. The preferred method is to place the order online. To order online go to www.mystudentcheck.com. PreCheck states payment can be made securely online with a credit or debit card. Payment can also be made by mailing a money order to PreCheck after placing your order online. Be sure to include name, University name, and a note that payment is for a background check order placed online. A handling fee of $10.00 is added to the $49.50 when payment is by money order.

The second method of ordering is to complete the Student Disclosure & Release order form (release form), available from the applicable academic department or school. The release form and payment may be mailed or faxed to PreCheck, Inc.

In order for PreCheck, Inc. to conduct the search, the release form must be completely filled out. The release form and the payment or payment information must be received by PreCheck, Inc. by __July 15th__. IF THE BACKGROUND CHECK IS NOT SUBMITTED BY THAT DATE ACCEPTANCE INTO THE PROGRAM MAY BE DENIED.

Neither PreCheck nor the University will use information provided in the order for any purpose other than a background check. Student’s credit will not be investigated, and name will not be given out to businesses.

The results of the background check will be made available to the University. If a record of an offense(s) appears in the report, the student may be notified to contact PreCheck, Inc. A PreCheck representative would then provide instructions and information. University procedures will then be followed to determine the candidate’s admission status.

February 12, 2013