EL PASO COMMUNITY COLLEGE
Health Career & Technical Education, Math and Science

STUDENT INFORMATION FOR
BACKGROUND CHECK AND SUBSTANCE ABUSE TESTING

In order to ensure that health care facilities are in compliance with their accreditation guidelines, all students enrolled in specified health-related educational courses and programs are required to undergo a background clearance and substance abuse screening. Students who fail to obtain clearance will be prohibited from admission or enrollment in specified programs/courses for a period of one-year.

NOTE: Substance Abuse Screening should be completed no more than 3 months (90 days) prior to beginning clinical.

NOTE: Students who withdraw from health-related coursework for one semester or longer, are required to repeat substance abuse screening and/or background checks testing upon re-enrolling in health-related courses/programs.

NOTE: Students are responsible for all costs associated with substance abuse screening and background checks, including any required repeat checks.

To initiate your background and substance abuse screen clearance, go to www.elpasoex.com (America Databank) and follow the process listed on the web page. Make sure you select only the option(s) that you need at that time—it will affect your cost. Your clearances will be sent directly to the dean/director of your program at the college. Only background and substance abuse testing from this approved vendor will be accepted.

There are two levels of background screening - Level I is required for all students, while Level II is only required for students already licensed or certified in any area.

Level I checks the following items: Cost is $37.00

1. Social Security Number Verification
2. Criminal Search (7 years or up to 5 criminal searches
3. Employment Verification (Include reason for separation and eligibility for re-hire for each employer)
4. Violent Sexual Offender and Predator Registry Search
5. OIG List of Excluded Individuals/Entities
6. GSA List of Parties Excluded from Federal Programs
7. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
NOTE: If you do not have a Social Security Card, use all zeros (example: 000-00-000). You will then need to bring a photo ID to finalize your background clearance.

Level II checks the following items: Cost is $59.00

1. All of Level I elements
2. Employment Verification (Includes reason for separation and eligibility for re-hire for each employer)
3. License/certification verification

The following findings on the background screening will prevent your participation in clinical courses:

1. Identification on the list of ineligible persons
2. Any criminal conviction identified as exclusion by the affiliates. Incident listed on the Exclusion Guidelines.

Substance Abuse Testing: Cost is $26.50

1. An email will be sent to you with a COC number after payment has been made. The information on the email will include the COC number and information on the approved laboratories as to where to go take your substance abuse test. From the day you receive your email you have only five (5) days to take your test. If you go beyond the five (5) days, you will have to re-pay and re-take the test again to be cleared for clinical.
2. Your results will be sent to the Dean/Director of your program.

Upon review of your background check and/or substance abuse test results, you will receive a letter of clearance or non-clearance, which you will submit to your program director/coordinator.

You must also complete a substance abuse test within ninety (90) days of starting your clinical course. Check with your program coordinator to verify timelines so you do not repeat taking the test too soon.

Deadlines: There are different enrollments or ranking dates for each of the health programs/courses. Please check with the information in the catalog as well as with your health career counselor, program coordinator, dean or director to make sure you have completed all requirements. Normal processing can take place in a few days, but sometimes verification requirements may take even a few months to complete some background check follow-up requirements. If you do not order your background check or substance abuse screening timely, then you may miss your deadline.

If you have any questions, contact the Dean of Health Career & Technical Education, Math and Science Division at (915) 831-4030 or Dolores Arellano at (915) 831-4027.