

# Background Checks and Drug Screens

**Final admission/enrollment to the nursing program is contingent upon successful completion of the background check and drug screen. The background check, drug screen, and clinical requirements must be completed before enrolling in nursing classes. Background checks in Virginia can often be delayed due to the backlog of requests, please purchase early.**

The State Board of Nursing has the authority to deny license to any applicant who has violated any of the provisions of 54.1-3007 of the Code of Virginia. Most healthcare organizations are prohibited from hiring persons who have been convicted of certain criminal acts (For a list of crimes under this category refer to [BARRIER CRIMES, Code of Virginia 63.2-1726](#) . Students with convictions or positive drug tests may be prohibited from clinical practice and may not be able to complete the program requirements.

Qualifications for Registered Nurse licensure have been established by the Virginia Department of Health Professions and the Virginia Board of Nursing, and can be found at [http://www.dhp.virginia.gov/nursing/nursing\\_forms.htm](http://www.dhp.virginia.gov/nursing/nursing_forms.htm)

All students are required to purchase a clinical requirements package from CastleBranch which includes a **background check, drug screen, and electronic clinical requirements document manager**. The cost for this package is the responsibility of the student.

## 1. Register with CastleBranch:

- Go to [portal.castlebranch.com/HW14](http://portal.castlebranch.com/HW14)
- Click “Place Order”
- Select your package. All new students choose “HW14: Background Check, Immunization Tracker, Document Manager & Drug Test” (upper case "I"). Students who are reentering the program and have previously set up a CastleBranch account (only with the SWCC RN program) should choose “HW14re: Recheck Background Check & Drug Test”.
- Follow the prompts to complete your purchase.  
**Please note:** On the Place Order screen under “Student Information”, make sure to enter the correct “Classification” from the drop-down. The Classification code is your anticipated year of graduation (example: students anticipating graduation in the spring of 2022 would choose 2022).
- After payment, you will be prompted to continue to your CastleBranch account to see items that may need to be completed.
- If you need any assistance, please contact CastleBranch’s Student Services help desk at 888-914-7279 or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com).

## 2. Background Check – After the purchase of your CastleBranch package, your background check will be initiated. CastleBranch searches various records for criminal offenses that may constitute a barrier crime.

3. **Drug Screen** - Your payment to CastleBranch includes a drug test that must be completed through a local laboratory. Twenty-four to 48 hours after you have placed your order, you will receive an electronic chain of custody form (e-form) that will list labs in your area that accept this e-form. Follow the directions in the email to complete your lab work. Make sure to call the lab for office hours as some can be variable. **Please note:** If the lab sites on your e-form are out of your region, you can go to C-Health in Lebanon, VA, they will have the form at their site for you to use. You need to call ahead for an appointment.
4. Results of your background check and drug screen will be posted to your CastleBranch account. The nursing program receives a report showing results. If a student's background check/drug screen raises an issue, the Program Head will contact the student asking that the issue be resolved. Any dispute with background checks or drug screens must be mediated with CastleBranch by the student.
5. Students are unable to enroll in nursing classes until the background check and drug screen is cleared and other clinical requirements are completed. Cleared background checks and drug screens are required for participating in clinical activities. Clinical agencies reserve the right to ask students for access to their CastleBranch account at any time.

Refusal to allow CastleBranch access to clinical agencies may result in an agency's refusal to allow the student to continue clinical activities at that facility; this may prevent the student from being successful in the clinical course and progressing in the nursing program.