

## Fairleigh Dickinson University - Henry P. Becton School of Nursing Student Background and Drug Test Instructions

Dear Student:

To insure the safety of medical patients, all students who will come in contact with patients during the course of your training must undergo a criminal record search and drug screening. Fairleigh Dickinson University Henry P. Becton School of Nursing has chosen TABB INC., an agency specializing in pre-employment background investigations for the medical community, to conduct the checks for their students. The three separate background investigations processes that nursing students must undergo as your studies continue are as follows:

### **SCHOOL OF NURSING INITIAL BACKGROUND INVESTIGATION:**

When you are notified for the first time that a background investigation is required, you must order the FDU SCHOOL OF NURSING INITIAL BACKGROUND INVESTIGATION when you access our site. This report will include a Federal Criminal search of the US District Court, an OIG List of Excluded Individuals Search and a database search that will develop all addresses where you have lived as an adult. TABB INC. has been instructed to conduct a criminal record search in the appropriate jurisdiction(s) where you have lived both past and present.

The **minimum report price** for the INITIAL BACKGROUND INVESTIGATION is **\$54.00** plus sales tax for students who have only lived in **New Jersey**. TABB INC. is required by the University to conduct a criminal search in New Jersey as well as the current state in which you reside if you are an out-of-state student. The **minimum report price** for the background investigation is **\$130.00** plus sales tax for students who live in **New York**. The Office of Court Administration in New York charges **\$68.00** per name to conduct the criminal check in this state. If you have more than one surname, there will be an additional charge of **\$68.00** if you live in New York. If you have lived in more than one state, TABB INC. is required to conduct a criminal check in any additional state. TABB INC. will charge **\$8.00** for each additional state we research plus mandatory state criminal search fees. **The actual charge for your background investigation will vary depending on the number of states searched.**

The initial background investigation will take between ten to fourteen businesses days to complete.

### **SCHOOL OF NURSING ANNUAL REPORT:**

After the INITIAL BACKGROUND INVESTIGATION, you will be notified each year that you must order an FDU SCHOOL OF NURSING ANNUAL REPORT. The **minimum report price** for the ANNUAL REPORT is **\$42.00** plus sales tax for students who live in **New Jersey**. TABB INC. is required by the University to conduct a criminal search in New Jersey as well as the current state in which you reside if you are an out-of-state student. The annual search will also include a Federal Criminal search of the US District Court. The **minimum report price** for this background investigation is **\$118.00** plus sales tax for students who live in **New York**. The Office of Court Administration in New York charges **\$68.00** per name to conduct the criminal check in this state. If you have more than one surname, there will be an additional charge of **\$68.00** if you live in New York.

The annual background investigation will take between ten to fourteen businesses days to complete.

## **DRUG TESTING:**

Health care facilities also require an eleven-panel drug screening test. TABB INC. has contracted with LabCorp for this service. There are over 3000 testing locations accredited by the Substance Abuse and Mental Health Service Administration to conduct the drug screening on your behalf. An experienced staff will provide a professional environment during the specimen collection process and a state of the art laboratory will test all positive results twice to confirm and validate the test process.

- You will be notified via email with the laboratory locations near your home and a drug test expiration date. You must visit the drug testing site prior to the expiration date. Please be sure to include your full home address and email address during the on-line order entry process.
- Please visit one of the testing sites provided in the email. LabCorp does not conduct drug tests at all of their locations.
- The drug test registration expires. Additional charges may apply if the test is not performed by the expiration date.
- Any positive results will be reviewed by a doctor who will contact you to discuss the findings
- You must print the drug test registration form you will receive via email and bring it to the drug screening site.
- Your credit card will be charged **\$60.00** for the drug screening. The **\$60.00** charge is in addition to the background investigation described above. You will not receive instructions to conduct the drug screening until payment has been processed successfully.

## **BACKGROUND INVESTIGATION AND DRUG TEST ORDERING PROCESS:**

If you must order a background check or drug screening, TABB INC. developed a web-based order processing and reporting system that will allow you to create your own account to meet your requirements.

Please visit the following link: <https://www.backgroundinvestigationsbytabb.com/studentindex.aspx>

If you have not accessed this site previously and you have not created an account with us, please click on: **[ORDER A BACKGROUND INVESTIGATION](#)**

When following this process, you are creating an account with TABB INC. which will allow you to view the progress of your background investigation and order additional background checks should the need arise. Please answer all questions and provide accurate credit card information. Any area left unanswered or entered incorrectly will delay processing your background check and could result in additional charges. Your background investigation will not begin unless valid credit card information is provided and successfully processed. To avoid delays, please insure that accurate information is provided. Your VISA, MasterCard, Discover or AMEX account will be billed for this report and the charge will appear as TABB INC. on your credit card statement.

If you previously created an account with us, enter your email address (your email address is your username) and password in the appropriate fields. If you forgot your password, use the "FORGOT PASSWORD" option. If you are not sure if you created an account with us, use the "FORGOT PASSWORD" option and enter your email address in the username field. If you have an existing account, a message will appear stating that an email will be sent to the address you entered so that you may create a new password. If the following message appears- "The username you entered does not exist", you do not have an account, you must return to the main page a click on- **[ORDER A BACKGROUND INVESTIGATION](#)** to create an account.

The School of Nursing requires an initial background investigation that includes a criminal check at all addresses where you have lived, past and present. An annual background investigation is required each subsequent year. During the course of your studies, you will be required to undergo a drug test. The drug test and the background investigation may be required at different times of the year. Your account with TABB INC. will allow you to request the different reports as required. You must be sure that you choose the correct background investigation or drug test at the correct time. Failure to order the proper report may result in the rejection of the results and require another report. Once a background investigation or drug test report is ordered, the process begins and expenses are incurred. TABB INC. will not credit charges for incorrect background investigations ordered by students. Please be sure to order the correct report.

When asked during the process- “I would like this background investigation to be associated with the following college, organization or health care facility”, choose one of the appropriate reports:

- **FDU School of Nursing Initial Background Check**
- **FDU School of Nursing Annual Report**
- **FDU Drug Test**

You will receive emails from TABB INC. advising you of the status of your account and report. Additionally, results of your background investigation will be available to you for the next five years by simply logging into your account with TABB INC. at the above website.

### **ONCE YOU HAVE CREATED AN ACCOUNT WITH TABB INC:**

Please save the above link to our website in your favorites. You will be required to access your account as your studies progress to order additional background investigations and drug tests. When accessing your account to order additional reports after logging in, click on “REQUEST NEW REPORTS” along the top row of tabs. Read the instructions on this page and click on “SELECT ANOTHER COLLEGE, PROGRAM OR INSTITUTION”. This will take you to your profile and allow you to choose the appropriate report required by the University at the time. Please be sure to confirm the report you have selected. Once a report is chosen, charges will be incurred that cannot be credited if you choose the wrong option.

If you should have any questions regarding this process, please contact:

Janet Cillo-  
College Account Manager  
908-879-4816  
[janetcillo@tabb.net](mailto:janetcillo@tabb.net)