REQUIREMENTS FOR EDUCATION CLEARANCE

Contact information for Mary Templeton:
Phone: 201-692-2887
Fax: 201-692-2388
Email: mtemplet@fdu.edu

Clearance Steps:

Step 1: Health Clearance
1. Annual physical exam and updated vaccination reports should be sent to Student Health Services. You must contact them to confirm that you are medically compliant.
   For a full listing of health requirements check the Student Health website: http://view.fdu.edu/default.aspx?id=1072
   Student Health Services: 201-692-2437 (phone)  201-692-2642 (fax)

2. A current certificate is required for BLS for Health Care Professionals by American Heart association and must be submitted to Mary Templeton

3. A current RN License is also required and must be submitted to Mary Templeton. Renew biannually.

4. Malpractice insurance is required for student Nurse Practitioners prior to entering Advanced Health Assessment. This should be submitted to Mary Templeton (1million/6million) Renew annually.

5. Criminal background check. An Initial background check and an annual background check are required. You may only use TABB, Inc for these.

6. 11 panel urine drug test. This needs to be done once a year through TABB, Inc under FDU School of Nursing Annual Drug Test.
   a. For criminal background and urine drug test visit FDU’s website (www.fdu.edu) and type TABB in the search bar and choose the link for Housestaff Disclosure and Authorization Form. Please be sure to read and follow the instructions carefully.
b. Email a copy of your non-medical documents (Items 2-6) to Mary Templeton at: mtemplet@fdu.edu.

Step 2:

a. **Preceptor form and Preceptor Resume**: Complete the preceptor form electronically. [https://www-ucoll.fdu.edu/eplacement/placement.php](https://www-ucoll.fdu.edu/eplacement/placement.php)
   It will go to Dr. Fitzpatrick for approval.
   (No handwritten forms will be accepted)

b. Once it is approved, and you are cleared by Mary Templeton and Student Health Services, Marian Rutherford will process your contract. (marian@fdu.edu)

**Submission Deadline Date for Steps 1 and 2**

Spring Semester **Dec 1** Summer Semester **April 1** Fall Semester **Aug 1**

Step 3:

3. **Registration forms**: You can pick up a registration form in the office. Fill it out and have Dr. Fitzpatrick sign it.

   a. You MUST fill out a 4 ply registration form. Email registrations will not be accepted. Once you fill out your registration form, have your Advisor sign it, you keep the yellow copy and your Advisor will have the form processed.

   b. Please make sure your account is free of any medical (201-692-2437) or financial (201-692-2375) holds before submission.
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 and drug screening for their students.

BACKGROUND INVESTIGATION AND DRUG TEST ORDERING PROCESS:

TABB INC. developed a web-based order processing and reporting system that will allow you to create your own account to meet your university requirements.

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

If you have not previously created an account with us, please click: OPEN AN ACCOUNT AND ORDER

Please enter the following program identifier to properly order the background report and drug screen required by the University

Program identifier: FDUSON

Your account with TABB will allow you to:

- Order and view the progress of your background investigation and drug screen
- Review the results of your background check and drug screen. Results will be available to you for the next five years by simply logging into your account with TABB INC. at the above website.
- Once an account has been created, your email address is your username. If you forget your password, use the forgot password option.
- Receive emails from TABB INC. advising you of the status of your account and report.
- Fairleigh Dickinson University administrators will have access to results of your criminal background report and drug screen.

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. You will not be able to attend clinical without the completed report.

**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, a NJ Treasure Exclusions Database, GSA Excluded Parties List Research and a U.S. Department of Health & Human Services Office of Inspector General (OIG) List of Excluded Individuals Search, a Fifty State Sex Offender 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 $64.00 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 $140.00 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 $12.00 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 includes 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.

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 and an annual drug screen is also required each 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.

**DRUG TESTING:**

TABB INC. has contracted with LabCorp for this drug testing 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 note: Graduate students going to Valley Medical Group- Please be sure to choose the Valley Medical Group Drug Screen. Failure to choose the Valley Drug Screen may result in a subsequent screen at an additional cost and delay your entry into the program. Your credit card will be charged $60.00 for the Valley Medical Group Drug Screen which is in addition to the background investigation described above.

• 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 Annual 11 panel drug screen. 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.

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

Janet Cillo
College Account Manager
908-879-4816
janetcillo@tabb.net