



Student Checklist:

- A. Background-**Level I** Background Investigation (All candidates for employment, volunteers, and students)
1. Social Security Trace
 2. Criminal Records Search – County Criminal and/or Statewide Criminal
 3. Record Search(es) - *7 years of residential address history or up to 5 criminal searches*
 4. National Wants and Warrants Submission
 5. US Criminal Records Indicator (*includes a simultaneous search of 50 state sex offender registries and over 200 criminal records*)
 6. FACIS – Level I
 - a. OIG List of Excluded Individuals/Entities
 - b. GSA List of Parties Excluded from Federal Programs
 - c. The U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
 - d. Applicable State Exclusion List
1. Current urine drug screen- 10 Panel
 2. Proof of a PPD x's 2 or QuantiFERON TB Gold
 3. Up to date immunization record
 4. Security Access Form (SAF)
 5. Name Badge with photo ID (after orientation)-MUST be returned after rotation

Student Name: _____

Signature: _____

Signature
Jessica Caudill, MA
Northeast Kentucky Area Health Education Center
Student Services Coordinator