

**West Kentucky Community and Technical College  
Associate Degree Nursing Program**

**Criminal Background Check**

As a precondition to assignment to or placement with any affiliating clinical agency, a student is subject to that particular agency's criminal background check policies. Therefore, all students enrolled in the Associate Degree Nursing Program must submit results from an approved background check vendor to the Dean of Nursing.

***If you are a resident of Kentucky*** please access the following website and access form PT-49 (access to forms are on the right side bar of the website). Cost is \$10, payable by check or money order.

<http://courts.ky.gov/aoc/courtservices/recordsandstatistics/records.htm>

***If you are a resident in another state other than Kentucky*** please access the web link below and it will direct you through the application process. This vendor will provide the background checks from county/state of student residence and county/state of clinical site (requirement of clinical sites). Cost of the screening is \$19.95.

<https://www.sentrylink.com/web/loadCriminalReport.do?WT.srch=1>

The original document reflecting the results of the background screening should be submitted via the grey drop box (upstairs, outside of the Division Assistant office) marked to the attention of Shari Gholson, Dean of Nursing, by August 1, 2008. Clearance for clinical privileges will be determined using the guidelines given from the clinical agency.

**Drug Screening Check**

As a precondition to assignment or placement with any affiliating clinical agency, a student is subject to that particular agency's substance abuse policies and/or drug/alcohol testing policies. Therefore, all students enrolled in the Associate Degree Nursing Program must submit to a urine drug screen. The urine drug screen must be obtained from the following vendor:

Occunet  
2535 Broadway  
Paducah, KY  
Hours of Operation: 8:30- 5:00 (must arrive by 4pm to have urine screen completed).  
No appointment necessary.  
Cost: \$45

The results of the screening will be sent to the Dean of Nursing from Occunet.

Please contact Shari Gholson (534-3372 or [shari.gholson@kctcs.edu](mailto:shari.gholson@kctcs.edu)) or Brooke Ridings (534-3166 [brooke.ridings@kctcs.edu](mailto:brooke.ridings@kctcs.edu)) if you have questions or concerns.