

North Hennepin Community College Associate Degree Nursing Program
MN Department of Human Services - Background Study, Fingerprinting and Photo
National Criminal Background Check – Castle Branch

Requirements:

Minnesota Background Study

Minnesota law requires background studies on individuals who provide direct contact services to patients and residents in facilities and programs approved by the Minnesota Department of Human Services (DHS) or the Minnesota Department of Health (MDH). Students must have a cleared background study to provide direct patient care and participate in any clinical activities for the North Hennepin Community College Nursing Program. Students not in compliance with this requirement cannot enter or progress in the nursing program.

A Minnesota Department of Human Services background study will be initiated by the North Hennepin Community College Nursing program as required to meet the clinical facility requirements and the state of Minnesota; Minnesota Statutes, chapter 245C (2014).

Background Study and Process

The background study will be initiated using the form provided by the nursing program. Once your study has been initiated you will receive a Fingerprint Authorization Form which will allow your fingerprints and photo to be taken. This form will be taken to one of the established 3M Cogent sites to have your fingerprints and photo taken.

https://www.aps.gemalto.com/mn/index_MN.htm

You will need a driver's license, government-issued ID, or other acceptable form of identification (see the DHS Acceptable Forms of Identification handout). It is very important that your name and date of birth on the Fingerprint Authorization Form is exactly the same as the information on your identification.

Costs: Background Study \$20.00 (initiated through the Minnesota Department of Human Services)

Fingerprinting and Photo \$9.10 (at the Cogent site)

National Criminal Background Study

Clinical contracts with hospitals, nursing homes and varied clinical sites require national criminal background studies be conducted on all nursing students who will be providing direct contact with patients. Our vendor is Castle Branch. All information for completion of this study is provided through this vendor.

Costs: \$74.50 (initiated through the process with Castle Branch).