December 10, 2018

Dear Applicants

Since 2009, we have included a notice that criminal background checks may become required due to the mandates of our clinical affiliates. As you have been informed, we are now being required to provide information that all our students have been cleared relative to criminal background checks and so starting with the Spring 2019 semester, Criminal Background Checks (CBC) will become mandatory for applicants as well as our current students. As you might expect, there is a required fee. The company that will be conducting the CBC is Castlebranch. We have a specific portal for CSI Nursing. The fee, to be paid by students, is $100.25. You may pay by credit card in one payment or you may spread the payment out over three installments. Payment and arrangements are completed directly with Castlebranch. If you are admitted, the CBC will be required each year. You will see your report and the company reports the results to the Account Administrator at the Nursing Department. In order to have this ready for admissions, the report will need to be received from Castlebranch to the Nursing Department Administrator by January 2, 2019.

To create your account, you will need to set-up an account with Castlebranch at the specific portal for CSI Nursing. Go to:

https://portal.castlebranch.com/uz86

As you may be aware, our clinical affiliates require new or more stringent requirements for all levels of care providers from time to time. Clinical agencies are committed to health care strategies to protect patients, families, staff, and the organization from potential or actual harm. The clinical agencies also must meet the mandates of their third party accreditors, public policies, and other external forces. We appreciate the opportunity to provide clinical teaching of nursing students at our clinical sites and must respect our affiliates’ requirements.

Sincerely,

Dr. Farren, Chair, Nursing Department