



SCHOOL OF PSYCHOLOGY & COUNSELING

CRIMINAL BACKGROUND CHECK POLICY

The School of Psychology and Counseling (SPC) requires a Background Check for all students entering a clinical program (i.e., Doctoral Program in Counselor Education and Supervision (DPCES) and MA in Counseling Programs). This is a requirement for students to enroll in the Practicum or Internship courses. This background check will be conducted by *HireRight*, a company with which Regent has contracted to provide this service. If a student chooses to not participate, he or she will not be allowed to enroll in these courses.

All students will sign the release form on the following page prior to beginning classes. Areas of concern shall include, but are not limited to, felony convictions, especially those involving harm to others, theft or fraud convictions, and patterns of misdemeanors other than moving traffic violations. International students will be responsible for the normal fee (assessed in the Practicum courses), and any amount over \$100. Students will be notified by the Field Placement Liaison should the fee exceed \$100 and will then arrange for payment of the balance. For more information, students should speak with the Counseling Clinical Coordinator.

Please note: Should a discrepancy arise with your background check and it was not disclosed (in advance) on your admissions application or to the Field Placement Liaison or Counseling Clinical Coordinator, you will be required to submit a written explanation in person.

All criminal background records will be retained by the SPC in confidential files during the student's program tenure. Upon program completion, records will be retained by the Office of the Dean. All such records will be destroyed after ten years, unless their retention is required by accreditation agencies or by law. Only the student, the Vice President for Academic Affairs, the Dean of the School of Psychology & Counseling, the Counseling Program Chair, the Counseling Clinical Coordinator, and the Field Placement Liaison will have the right to examine the contents of these confidential files, unless their disclosure is necessitated in the context of an appeal, their release is ordered by a court or other legal authority, or their release is otherwise authorized by the student.

**PLEASE FORWARD THE COMPLETED SECOND PAGE OF THIS DOCUMENT TO
KAREN MERCER, FIELD PLACEMENT LIAISON, at karemer@regent.edu.**



**DISCLOSURE AND CONSENT CONCERNING CONSUMER
AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because Regent University (“Regent”) may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency (i.e. Background Checks). Regent will use any such report(s) within the School of Psychology and Counseling for practicum and internship-related purposes and for administrative and academic purposes that will help fulfill accreditation/program requirements and ensure appropriate ethical standards for professional conduct among students.

Consumer Reports or Investigative Consumer Reports will be obtained from HireRight, Inc., (“HireRight”) located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. You will be charged a fee of \$40.00 by Regent for obtaining this report. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: social security number, criminal records checks, public court records checks, including civil, driving records, etc. The information contained in these reports may be obtained by HireRight from private or public record sources.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight’s offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

You are being given a copy of the “Summary of Your Rights Under the Fair Credit Reporting Act” prepared pursuant to 15 U.S.C. section 1681(g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight.

CONSENT

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to Regent in conjunction with my practicum and/or internship and for other administrative and academic uses. I further understand that any and all information contained in my application or otherwise disclosed to Regent by me before, during or after my time of enrollment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by Regent. I understand that if I enroll in Practicum and/or Internship while at Regent, Regent may request a consumer report and/or an investigative consumer report about me, as defined above, for practicum and/or internship-related or other purposes during the course of my enrollment. I understand that my consent will apply throughout my enrollment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to Regent at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by Regent.

Applicant Last Name _____ First _____ Middle _____

Social Security # _____ Date of Birth (for ID purposes only) _____

Driver’s License # _____ State _____ Phone Number _____

Present Address _____

City/State/Zip _____

Applicant Signature _____

Applicant Email address _____

CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY: I wish to receive a free copy of any Consumer Report and/or Investigative Consumer Report on me that is requested.