

**ACADEMIC POLICIES AND PROCEDURES FOR THE  
ASN PROGRAM**

TITLE OF POLICY: Criminal Background Check

EFFECTIVE DATE: August 18, 2003

POLICY/  
RATIONALE: In order to comply with the West Virginia Nursing Code and Legislative Rules 30-7-11 and 30-7-13, upon initial enrollment in the ASN program, unlicensed nursing students are required to have a criminal background check. Results of the background checks are confidential. The findings are reported only to the Program Director.

PROCEDURES:

1. At the conclusion of the Annual Nursing Assembly, students will report to the specified location for fingerprinting.
2. Students will complete the 10-finger applicant card with name, address, date of birth, citizenship, sex, race, height, weight, eyes, hair color, place of birth, and Social Security number.
3. Students will complete the Fingerprint Authorization Card (WVSP39) with address and signature.
4. Students will pay the processing fee by personal check, money order, or certified check. The check or money order is to be made out to: West Virginia State Police.
5. Students will then be fingerprinted by a police officer.
6. Results are reported to the Program Director, who will store them in a confidential file.

Approved by ASN Faculty: August, 2005

Revised: April, 2006

Reviewed: