

November 2023

Dear School of Health & Patient Simulation, Workforce Development, Early Childhood Education and Behavioral Science Students:

Background record checks are required for College programs involving potentially unsupervised contact with children, the disabled, or the elderly, including fieldwork (a clinical affiliation, internship, externship, or field placement) with a private or public institution or facility. Such checks include data provided by the Massachusetts Department of Criminal Justice Information Services (DCJIS); the Office of Inspector General/General Services Administration (OIG/GSA); the Massachusetts Department of Children and Families (DCF); the Massachusetts Sex Offender Registry Board (SORB); the state and national fingerprint databases; as well as all relevant state and national criminal history, child welfare and sex offender registries, databases and repositories. The purpose of the background check is to ensure a safe and protective environment for all clients, particularly members of vulnerable populations.

Students with certain convictions or pending court actions and/or those choosing not to consent to the required background checks will be ineligible to participate in fieldwork involving vulnerable populations. Ineligibility to participate in fieldwork may affect a student's ability to complete the program.

The College's CORI Board determines eligibility to participate in fieldwork activities. Students have the right to appeal the determination of the CORI Board by filing a written appeal with the Vice President of Student Affairs within 10 business days of receiving the CORI Board's determination.

Furthermore, please be advised that eligibility to participate in College academic and/or fieldwork activities following a background check does not guarantee eligibility to sit for a professional credentialing examination(s) or for employment upon program completion. It is the student's responsibility to contact the certification or licensure board for a particular healthcare or other service profession to determine the standards that must be met for credentialing, licensing and/or employment in that field.

Instructions: Criminal Offender Record Information (CORI) Acknowledgement Form

- Due WITHIN 10 DAYS OF ACCEPTANCE or deadline stated on Program Requirement Checklist at stcc.edu/healthservices > Health Forms > Programs with Fieldwork
- Annual renewal required thereafter in order to register/enroll in classes

Complete the form on campus or remotely. Both options require presenting a valid ID to the Verifier. Examples: government issued driver's license or identification card or passport with a photograph, military identification card, or Native American Tribal documents. Temporary ID not accepted. **Under 18 Years of Age?** Guardian must be present to sign form and provide their ID.

➤ **Choose one:**

1. **On campus at the Health and Wellness Center** [Building 19, Room 177 check website for office hours]. Bring a valid approved ID for staff verification purposes.
2. **Remotely via notarization.** Bring the form to a Notary Public for verification and then submit the notarized form the Health and Wellness Center. Remote submissions via: [STCCNet DropBox](#) (STCC Account required) or [Workforce DropBox/no STCC Account](#) or Fax: (413) 755-6045.

For more information regarding the College's CORI/SORI check process, please feel free to contact me directly.

Sincerely,

Maryellen Baker, RN, Background Record Check Review Officer
School of Health and Patient Simulation | Director of Health Compliance | mtbaker2001@stcc.edu

