

Health Care Worker Background Check Directions

Please remember when registering 1-2 days before orientation, you still need to have your background check ran and fingerprints done in order to attend orientation and be in the class.

Directions for filling out the background check form:

- Everyone must complete and turn in this form, even if already fingerprinted OR on the waitlist.
- Please complete the fingerprint form with a pen.
- Please print and write clearly.
- Do not leave any blanks, if not applicable, write N/A.
 - If any items are left blank, the form is considered incomplete and will not be accepted.
- Write words out - Brown, green, etc. and do not abbreviate.
- When complete, drop this form off at Highland Community College, Building N, Office N-164 in the lock box outside the office.

Directions for Fingerprinting:

- If you do not need to get fingerprinted, you will receive a call letting you know this.
- If you need to get fingerprinted, you will receive a call letting you know to come pick up the form from office N-164. To make an appointment to pick up this form you can call 815-599-3679 or 815-599-3433. Please make sure we have an up to date phone number at all times.
- When you pick up the form, please verify all information on your form is correct. If it is not correct, it will need to be corrected before taking the form to get fingerprinted.
- You MUST take this form with you to get fingerprinted.

To register for fingerprinting:

- You must pick a place listed on the front of the fingerprinting form to get fingerprinted. No other locations will be accepted by IDPH. The two local places are:
 - Identogo – located in downtown Freeport at the Stewart center
 - 800-377-2080 or identogo.com to register – you will need the “application number” off of your fingerprint form when making this appointment.
 - \$30.50 due at time of fingerprinting; major credit card accepted, no cash or checks
- OR**
- Accurate Biometrics – located in Rockford or Freeport (Highland Campus)
 - Visit Accuratebiometrics.com for dates/times/exact locations
 - \$32.50 due at time of fingerprinting; major credit card or cashier’s check

*All pricing dates, times, and locations are subject to change. Please make sure to confirm payment amount/time, fingerprint date, etc. when registering.

TWO-Step TB Skin Test:

One additional item that is required for clinical is a two-step TB skin test. Check with your doctor or local health department for appointments and costs. This must be done prior to starting your clinical. We recommend all students start this process before the class even begins. Please note, that you are required to have two-step TB done, UNLESS you have your original two-step documentation that you can turn in along with each year of your one-step. TB skin tests are good for one year.

CPR:

All students will be required to have a current CPR card prior to clinical. For the basic nursing assistant program, CPR will be accepted from anywhere as long as it is current. We will offer classes on campus and dates/times will be announced in when your class starts.

Immunizations:

During flu season, the influenza vaccine is highly recommended since most of the clinical sites require that students have the vaccine prior to the start of the flu season. If the student chooses not to receive the influenza vaccine, the student will be required to wear a mask during clinical. Some clinical facilities may refuse to allow students who have not had the influenza vaccine to be at the site. This may impact the student's ability to successfully complete a clinical course since alternate sites may not be available. It is also recommended that all students receive the Hepatitis B vaccinations since you will be doing clinical hours in a healthcare setting.