

BACKGROUND SCREENING - TIME SENSITIVE

Congratulations on your acceptance! As you may be aware, Eastern Maine Community College places students in clinical and internship experiences with partner facilities in the Bangor area as part of their educational curriculum. Certain affiliates associated with EMCC require that students placed in their facility clear a criminal background screening prior to placement. EMCC is committed to ensuring that students have the ability to benefit from the education received at the College. Students whose background screening reveals criminal history may be prevented access to the clinical site, and as a result, the student will not have sufficient clinical experience to successfully complete the program. Additionally, licensing boards for certain professions including the health care occupations may deny the individual the opportunity to sit for an examination if an individual has a history of criminal behavior. The list of offenses that *may* prevent clinical access with our affiliates include, but are not limited to: behavior which may be considered abuse, neglect or exploitation of a minor or of an incapacitated or dependent adult; conviction (or pending judgment) of any crime involving fraud or dishonesty, or drugs, or for which imprisonment of one year or more has been imposed.

Effective fall 2013, EMCC partnered with *Complio by American DataBank* to conduct national background screenings of all students admitted to the Medical Assistant Technology, Medical Radiography, Nursing and Surgical Technology programs.

Please follow the instructions below to submit an order for your criminal background screening **within the next 30 days**. Upon completion, results will be sent automatically to EMCC by *Complio*. **Note that there is a minimum \$75 processing fee.** (If you worked outside the State of Maine, or have had prior names and/or addresses there may be additional fees. See *Complio* Student User Guide for more information. **Students whose results have not been received by the EMCC Admissions Office may have their acceptance rescinded and will be denied access to clinical sites.**

Questions regarding this requirement may be directed Stacy Green, Director of Admissions, at sgreen@emcc.edu or 207-974-4679. Thank you for your prompt attention to this matter.

Ready to get started?

1. Login to your MyEMCC student portal account. (www.emcc.edu and click on "MyEMCC")
2. Once there, click on the "Admissions" tab and then click "Once You've Been Accepted" in the gray box to the left.
3. Scroll down until you see the portlet labeled "Post-Acceptance Documents."
4. Once there, select "Complio Screening Student User Guide" and open it.
5. Follow the instructions in this guide. **The URL address for EMCC is www.emccscreening.com.**