Galveston College
CONTINUING EDUCATION
409-944-1344 | CE@GC.EDU

GALVESTON COLLEGE - CE - OPEN

STEP 1: COMPLETE BACKGROUND CHECK

Annual background checks no more than 60 days prior to class start date are required to ensure the safety of patients treated by students in the clinical education programs. The reports are typically completed within 3-5 business days; however, you must submit your order in sufficient time for the report to be reviewed by the program coordinator or associated clinical site prior to starting the rotation. The background check is conducted by PreCheck, Inc., a firm specializing in the health care industry.

All Students must have a satisfactory criminal history; this is obtained through Student Check at www.mystudentcheck.com. **The following may disqualify a student from the Continuing Education Healthcare Programs at Galveston College (GC) Programs**: felony convictions, misdemeanor convictions involving crimes against persons: felony deferred adjudications for the sale possession, distribution, or transfer of narcotics or controlled substance; and registered sex offender, etc. Students with any criminal history must complete and submit their criminal history check report to the Director of CE for additional evaluation, which is necessary to determine eligibility into the GC program and access to clinical sites. This process can take several weeks, so please do not delay. If a student is ruled ineligible for a CE program, the money spent on a criminal history check and with Student Check is non-refundable. If the student has any concerns with their criminal history, before enrolling we encourage the student to print at a minimal fee a less detailed report athttps://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/

GETTING STARTED

Follow link to MyStudentCheck (https://candidate.precheck.com/StudentCheck?schoolId=15593
Cost approx. $59.00
(Applicable state sales tax will be collected based on the location of your school.)

- Confirm the school name matches: **Galveston College - CE -OPEN**
- Select your program from drop down menu, and then select background check.
- Log in with your username and password or please create a new account.
- Enter the required information, provide authorization, and continue to enter payment information.
- If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.
- You will be provided with a receipt and confirmation page when your order is placed.

1. **What does PreCheck do with my information?**
   Your information will only be used for the services ordered. Your credit will not be investigated and your name will not be given out to any businesses.
2. **I selected the wrong school, program or incorrect information.**
   Please email StudentCheck@PreCheck.com with the details.
3. **Do I get a copy of the background report?**
   Yes, go to www.mystudentcheck.com, log in, and select Check Status.
4. **I was denied entry into a program because of information on the report, who can I contact?**
   Call PreCheck's Adverse Action hotline at 800-203-1654.

STEP 2: SUBMIT DOCUMENTS TO C.E. OFFICE!

Review and submit your health requirements: How to find your healthcare records: https://www.cdc.gov/vaccines/adults/vaccination-records.html
The following documentation is required for admission into of the Continuing Education Healthcare Programs at Galveston College. The documentation listed below must be submitted to the CE Office. The cost for creating a student check account is not included in your course tuition and varies per program. The penalty for falsifying information on this application is immediate withdrawal without a refund. Results are good for 1 year.

Required Documentation for CE HEALTHCARE Programs

Item	Nurse Aide	PHLEB.	EKG	Clinical Medical Assistant	PCT	Massage	Notes
DOCUMENTS							
RELEASE FORM:	Required	Required	Required	Required	Required	Required	
Copy of Photo ID	Required	Required	Required	Required	Required	Required	Must be a signed state ID
Copy of Social Security Card	Required	Optional	Optional	Optional	Optional	Required	May be ITIN residency card
Transcripts/GED *		Required*	Required*	Required*	Required*	Required*	* N/A for high school students
Healthcare providers CPR Card	Provided	Required	Required	Required	Required	Required	
Criminal Background Check*	Required	Required	Required	Required	Required	Required	*w/release form if HS student
HIPPA Training Modules						Required	
Employability Status Check	GC Staff						
Physical Exam Form	Required	Required	Required		Required	Required	
Drug Screening* (5 panel)		Required*		Required*	Required*		*within 30 days of class start
IMMUNIZATIONS							
TB BLOOD TEST (Interferon Gold)	Required	Required	Required	Required	Required	Required	CNA accept PPD skin test
Chest X-ray (if applicable)							
TDAP (tetanus, diphtheria, pertussis)	Required	Required	Required	Required	Required	Preferred	Within 10 years
MMR (two doses)	Required	Required	Required	Required	Required	Preferred	
Hepatitis B Series * may be 2-3	Required	Required	Required	Required	Required	Preferred	* Series
Flu (Influenza) vaccine * Current	Required	Required	Required	Required	Required	Required	* Exempt summer
Varicella or date of infection*	Required	Required	Required	Required	Required	Preferred	* Or Date/Year of Chicken pox
Meningitis *						Required	* Massage (under age 22)
Covid-19* (highly recommended)	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended	*recommended