

**UNIVERSITY OF WASHINGTON BOTHELL**  
**Nursing Program**

***(NOTE: UW Seattle & UW Tacoma require the Verified Credentials background check upon application to their 2008 BSN programs, which will explain the use of "applicant" and "application" in the following information. Currently, UW Bothell is requiring the background check for all BSN and MN students after admission, but **it must be done before you will be allowed to register for your first quarter Nursing classes.*****

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**Criminal History Background Checks**  
***Effective June 1, 2007***

The following information addresses **new requirements** for completing a criminal background check as part of the application process for all UW School of Nursing programs.

**Effective June 1, 2007, the UW School of Nursing requires that all applicants use an on-line service, Verified Credentials, Inc., to obtain required background checks. All applicants will pay \$69.00 for this service.**

Previously, applicants were required to submit forms for a background check in Washington State and a check against the Federal register of persons excluded from participation in Federally funded health programs. In addition, applicants who had resided outside of Washington State during the past three years were required to submit an official criminal history background check from EACH STATE in which they resided.

The Verified Credentials service will provide the School of Nursing with required background check information for all states, so there will be no need for applicants who have resided outside the state of Washington during the last three (3) years to provide this information separately. Additionally, there will be NO additional payment required for these applicants.

No international background checks are required for international applicants or domestic applicants who have resided outside the U.S. during the past three (3) years. However, these applicants will still need to complete the Verified Credentials background check.

**November 30, 2007: Note for International Applicants**

International Applicants are now able to submit their background check through Verified Credentials. After selecting your nursing program on the Verified Credentials website look for a box marked "non-U.S. Candidate." Please check that box and you will be able to enter an ID number from your country instead of the Social Security Number and proceed with the steps for initiating the background check. If you have any questions, please contact Academic Services here in the School of Nursing at 206-543-8736 or 1-800-759-NURS or email: [sonas@u.washington.edu](mailto:sonas@u.washington.edu).

## INSTRUCTIONS FOR COMPLETING VCI BACKGROUND CHECK

To complete the background check required for application:

1. Go to the Verified Credentials website: <http://www.myvci.com/washington> and select **'Nursing Students: Get Started'**.
2. Read the **Dear Nursing Student Applicant letter**.
3. Click on the **'To begin ordering your background check report'** button.
4. Select **'Click here to download forms'**.
5. After completing the University of Washington School of Nursing forms (there are 2), **PRINT, FILL OUT, and SIGN 3 copies:**
  - \* **FAX OR MAIL one copy (1) to Verified Credentials** (instructions on Verified Credentials website).
  - \* **MAIL the second copy (2) to the UWB Nursing Program:**

Nursing Program, Box 358532  
University of Washington Bothell  
18115 Camus Way NE  
Bothell, WA 98011-8246
  - \* The third copy (3) is for your records.
6. Select **'Go to Next Step'** and select **UW School of Nursing – RN-BSN (Bothell)**. You will see a list of the background checks to be conducted and the fee amount. Select **'NEXT'**.
7. On the last pages **you will be required to provide identifying information as well as a payment source for the fee, which is \$69.00.**

### Some things to remember:

- a. The Web site will direct you through this process. Once Verified Credentials has completed your background check a completed background check report will be sent to your email address. If you have spam or junk mail filtering for your email account, there is a chance this report will get filtered out and that you will need to look for it in your junk mail folder. **It generally takes only a few days to receive your completed report, once you have completed and submitted the UW School of Nursing forms.**
- b. The **UW School of Nursing will have on-line access to your completed Verified Credentials background check report.** Should the background check raise areas of concern related to your participation in a School of Nursing program, you will be contacted by a representative of the UW Bothell Nursing Program.
- c. The background check is a **REQUIRED** part of the application procedure. You will want to submit the necessary information to Verified Credentials in a timely fashion so that review of your results by the UWB Nursing Program can be conducted. Without it, your registration will be blocked. **Students with a positive criminal history are encouraged to submit a written statement explaining the circumstances with their application materials.** Students who do not answer criminal history background checks truthfully risk being dropped from the UW Bothell Program. Background checks that provide evidence of a positive criminal history will be considered on a case-by-case basis.