

Texas Board of Nursing Background Requirements

Your admission to the Baptist School of Health Professions LVN and RN programs is conditional upon a DPS/FBI clear background check, which is done through the Texas Board of Nursing (BON). This becomes especially important if you know there have been issues in the past and your background check may be positive. The review of a person's positive background may take months, if not longer, which may hinder your admission to the nursing school.

If your background is under review and you have not received the required documentation before the first day of school, you may start "conditionally" with a clear background check as long as proof of fingerprinting has been provided. For a student who will not have the Texas Board of Nursing clearance before the first day of school, they will need to complete the GroupOne background screening through the Baptist Health System.

Below are excerpts from the Texas Board of Nursing's guidelines for background checks. Please read and follow the instruction carefully. You **MUST** arrange for fingerprinting immediately after applying for nursing school and later do a declaratory order **IF** the BON requires it from you.

Background Checks for Accepted and Alternate Entering Nursing Students

Procedure

1. The school of nursing will complete a roster of new applicants and send to the Texas Board of Nursing upon an applicant passing the TEAS V exam. The Texas Board of Nursing staff will confirm receipt of roster.
2. When an applicant has been added to the Texas Board of Nursing database, they will be contacted by the school with instructions on arranging a fingerprint scanning appointment (these instructions will be provided 2-4 weeks after an applicant has passed their TEAS V exam).
3. Applicant will pay for both fingerprint scanning services and the cost of the DPS/FBI background check. (Approximate cost \$45)
 - a. Applicant must provide receipt of fingerprinting to Admissions Advisor.
4. To ensure you can be accepted by a nursing school on a timely basis, applicants who have committed any of the below criminal offenses, including those pending appeal, should go ahead and immediately contact the BON for a petition for a Declaratory Order (DO).

Declaratory Order Information

Applicants who have a positive criminal history in any of the following will be required to go through the DO process.

- been convicted of a misdemeanor
- been convicted of a felony
- pled nolo contendere, no contest, or guilty
- received deferred adjudication
- been placed on community supervision or court-ordered probation, whether or not adjudicated guilty
- been sentenced to serve jail or prison time? court-ordered confinement
- been granted pre-trial diversion
- been arrested or have any pending criminal charges
- been cited or charged with any violation of the law
- been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action (You may only exclude Class C misdemeanor traffic violations.)

Petition for DO application is found on the BON web page: http://www.bon.texas.gov/forms_declaratory_order.asp

5. Once the BON receives the DPS/FBI criminal background check, the BON will do the following:
 - a. Mail a postcard directly to those applicants who have a clear background check

- b. Send a letter to those applicants who have a positive background check and request a petition for a DO
 - c. Send a letter to the applicant who have a rejected fingerprint scan and request a reprint
6. By the first day of class students **MUST** provide:
- a. Copy of blue postcard
 - b. Copy of DO approval letter from BON

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