

Comprehensive Criminal Background Check Requirements

Students with **confirmed placement assignments** may be required to complete a comprehensive criminal background check before beginning their placement.

Background Check Providers

Students may obtain a background check through one of the following vendors:

- **Adam Safeguard:** <https://www.adamsafeguard.com>
- **CastleBranch:** <https://www.castlebranch.com>

Important: Rutgers Health UBHC does **not** have a package code, purchase code, or institutional account with either company. When ordering, you may need to contact the vendor directly and request an individual criminal background check for personal purposes.

Submitting Your Background Check

Once you receive a copy of your completed background check report, submit it to **CCE Student Placements** before your start date. A pending background check or submission of payment for a background check cannot be accepted.

- Emailing a copy to: cce-student-placements@ubhc.rutgers.edu, or
- Uploading it to your Student Box folder.

Please submit a copy of the completed report only. Do **not** send access codes, login credentials, links, or vendor portal invitations.

Timeframe Requirements

- Background checks must be completed **within 12 months of your placement start date.**
- Students with expired background checks may be required to obtain a new report even if you are a Rutgers or UBHC employee.

Cost

The cost of the background check is the responsibility of the student and is not covered by Rutgers Health UBHC.

Drug Screening

A drug screen is **not typically required** unless specifically requested by the program where you will be completing your placement.

If you are unsure whether a drug screen is required, please confirm with your **student placement supervisor**.

Questions?

For questions regarding background check submission requirements, please contact **CCE Student Placements** at cce-student-placements@ubhc.rutgers.edu.

Note: Background checks are only required for students who have received confirmation of a student placement assignment.