

School of Medicine

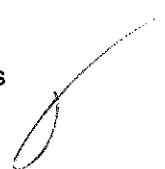
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(410) 955-3080 / FAX (410) 955-0826

**PLEASE NOTE: CBI FORMS WERE UPDATED
FEBRUARY 2012**

Office of the Dean
Registrar

February 3, 2012

Memorandum to: Department Directors
Appointment Coordinators

From: Mary E. Foy
Associate Dean/Registrar 

Re: Criminal Background Investigations for Trainee Appointments

All new trainees are subject to the School of Medicine (SOM) policy that requires a successful criminal background investigation prior to appointment. A similar policy was implemented July 2007 for postdoctoral fellows and students.

Generally, all offers for appointment will be conditioned on a successful criminal background investigation. The investigation will be performed by the same agency that performs the checks for new University faculty and staff and will be coordinated through Human Resources.

Trainees who are first entering the United States to study or train at Johns Hopkins or who have been in the country for less than one year are generally exempt from this requirement.

The fee for the investigation will be paid, in most cases, by the trainee at the time of registration. The fee is currently \$65; payment will be made to the Office of Financial Affairs by check, cash or credit card but may not be charged to a departmental budget number. Kennedy Krieger trainees will be paid for by KKI and trainees in SOM summer programs designed for disadvantaged student participation will be paid for by JHUSOM.

Please direct questions concerning this policy to myself or to Laura Robbins Winter, 410-614-7013.

JOHNS HOPKINS
U N I V E R S I T Y

School of Medicine

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Office of the Dean
Registrar

**Notice to all applicants offered admission or appointment
to degree and training programs at
The Johns Hopkins University School of Medicine**

Your authorization is required in order for the University to initiate a criminal background investigation that is a condition of your final acceptance or appointment.

The University uses ADP, a consumer reporting agency, to conduct criminal background investigations. The Fair Credit Reporting Act governs the activities of many types of consumer reporting agencies, such as ADP and credit bureaus and how information collected about you by those agencies can be used. Enclosed for your information is a Summary of Rights under this Act which outlines protections offered to you under this legislation.

Please be assured that the criminal background investigation for degree students, interns, residents, fellows and trainees does not include a credit report.

January 2010

**CRIMINAL BACKGROUND INVESTIGATION (CBI)
FOR
MEDICAL/GRADUATE STUDENTS, INTERNS, RESIDENTS, POSTDOCTORAL FELLOWS
AND TRAINEES**

REMINDER: All program information available to applicants must address the CBI requirement for acceptance.

1. Applicant Offer Letter must include the following:
 - Background Check Disclosure and Authorization Form
 - Two copies of the Authorization for Background Checks (one to be returned to the Program Office and one for the applicant to keep – please indicate a return address at the bottom of the form)
 - Summary of Rights

2. Upon receipt from applicant, **but no earlier than 6 months prior to the appointment date**, scan and email the following documents to Nadine Kirkland in the SOM Human Resources Office:
 - Criminal Background Investigation Report Form, top half of which is to be completed by program office/preceptor
 - Signed Authorization for Background Check

3. When Human Resources returns (via email) the Criminal Background Investigation Report Form:
 - You should retain it along with the original Authorization for Background Check form.
 - If results indicate “Clear Results”, proceed with acceptance process.
 - If results indicate “Adverse Results”, the appropriate Associate Dean will be notified by SOM HR. The Associate Dean and Training Program Director/Preceptor will convene a committee to review the report and make a determination whether to proceed with the appointment or withdraw the offer. If withdrawn, the applicant will be notified of this decision by the appropriate Associate Dean.

NOTE:

- A. For medical students and graduate students:
 - Students will not be permitted to matriculate until the Admissions’ Office submits notification of a successful criminal background investigation to the SOM Registrar’s Office

- B. For interns, residents and fellows:
 - A copy of the CBI Report Form indicating “Clear Results” is to be attached to appointment paperwork when sent to Office of Postdoctoral Programs and, for clinical appointments, to the Medical Staff Administration Office
 - If an offer was made and accepted prior to notification that CBIs would be required, submit a statement to this effect from the training program director/preceptor with the appointment paperwork

- C. For trainees:
 - Trainees will not be permitted to begin their appointment until notification of a successful criminal background investigation is submitted to the SOM Registrar’s Office.

- D. At this time, criminal background investigations are not being required for the following categories:
 - Rotators
 - Internationals who have been in the United States for less than one year
 - Current Johns Hopkins House Staff who become Postdoctoral Fellows

Para informacion en espanol, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.

• **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

• **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identity theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

• **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

• **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

• **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

• **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

• **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission; Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-462-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-276-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20260 202-720-7051

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In the interest of maintaining the safety and security of our patients, students, customers, employees and property, Johns Hopkins University (the "University") will order a "consumer report" (a background report) on you in connection with your, pending employment, affiliation or association with the University. If you are appointed in any position or if you are hired, or if you already work for the University, the University may order additional background reports on you for employment purposes.

The background check company, ADP Screening and Selection Services, will prepare the background report for the University. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached at 800-367-5933.

The background report may contain information concerning your criminal history and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification, criminal, public, and, as appropriate, driving records checks, and credit reports. The information may be obtained from private and public record sources.

If a credit report is required, a summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

STATE SPECIFIC NOTICES

If you live or work for the University in the states listed below, please note the following:

CALIFORNIA: You may view the file that ADP Screening and Selection Services has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file-summary by telephone. ADP Screening and Selection Services can answer questions about information in your file, including any coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

MAINE: If you ask us, you have the right to know whether the University ordered an investigative consumer report on you. You may request the name, address, and telephone number of the nearest office for ADP Screening and Selection Services. You will get this information within 5 business days of our receipt of your request. You have the right to ask ADP Screening and Selection Services for a free copy of the report.

MARYLAND: Consistent with State law, the University may obtain credit history information on you, if there is a bona fide job related reason for doing so, and only if the position requires a credit check as part of the screening process.

MASSACHUSETTS/NEW JERSEY: If you submit a request to us in writing, you have the right to know whether the University ordered an investigative consumer report from ADP Screening and Selection Services. You may inspect and order a free copy of the report by contacting ADP Screening and Selection Services.

MINNESOTA: If you submit a request to us in writing, you have the right to get from the University a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

NEW YORK: If you submit a request to us in writing, you have the right to know whether the University ordered a consumer report or an investigative consumer report from ADP Screening and Selection Services, and you will be provided with the name and address of ADP Screening and Selection Services. You may inspect and order a free copy of the reports by contacting ADP Screening and Selection Services. A copy of Article 23A of the New York Correction Law is being provided with this form.

OREGON: The University will obtain credit history information on you, if there is a bona fide job related reason for doing so.

WASHINGTON STATE: If you submit a request to us in writing, you have the right to get from the University a complete and accurate disclosure of the nature and scope of the investigative consumer report we ordered, if any. You also have the right to ask ADP Screening and Selection Services for a written summary of your rights under the Washington Fair Credit Reporting Act. If the University obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

AUTHORIZATION FOR BACKGROUND CHECKS

After carefully reading this Background Check Disclosure and Authorization form, I authorize the University to order my background report. I understand that the University may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment, affiliation or association without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to ADP Screening and Selection Services and its agents all information about or concerning me, including but not limited to: law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to ADP Screening and Selection Services and its agents includes, but is not limited to, information concerning, credit history, motor vehicle history, criminal history, and military service. **NOTE: CREDIT INFORMATION WILL NOT BE COLLECTED UNLESS REQUIRED FOR THE POSITION AND ONLY CONSISTENT WITH APPLICABLE LAW.**

I agree the University may rely on this authorization to order background reports, including investigative consumer and criminal background reports, from companies other than ADP Screening and Selection Services without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of my personal information on this form is *true and correct* and understand that dishonesty will disqualify me from consideration for employment, affiliation or association with the University, or if I am hired or already work for the University, that my employment may be terminated.

TRAINEES ONLY: The cost of this consumer report for students in the SOM summer programs designed for disadvantaged student participation will be paid for by JHUSOM. All other trainees are required to pay their fee to the Business Office prior to registration.

Last Name _____ First _____ Middle _____

Maiden/Other Names _____ Years Used _____

Social Security Number _____ Driver's Lic. No. _____ State _____

FOR IDENTIFICATION PURPOSES ONLY: Date of Birth ____/____/____ (Month/Day/Year)

Addresses Within The Past Seven Years (use a separate sheet as needed)

Present Street Address _____

City/State/ZIP _____

Prior Street Address _____

From ____/____/____ (Month/Day/Year) To ____/____/____ (Month/Day/Year)

City/State/ZIP _____

Prior Street Address _____

From ____/____/____ (Month/Day/Year) To ____/____/____ (Month/Day/Year)

City/State/ZIP _____

Prior Street Address _____

From ____/____/____ (Month/Day/Year) To ____/____/____ (Month/Day/Year)

City/State/ZIP _____

The following states require sex and race to obtain information: AL, AR, FL, GA, IA, IL, IN, MI, OR, TX, WI

Sex: Male Female

Race: Asian or Pacific Islander Black Hispanic White American Indian or Alaskan Native Other

Signature

_____/_____/_____
Date: (Month/Day/Year)

Anyone can request a free copy of their background check report by contacting ADP at 1-800-367-5933. This notice is required by California, Minnesota and Oklahoma.