San Diego Nursing & Allied Health Service Education Consortium
Background Check and Drug Screen Requirements

Ordering Process:

1. Please visit the website www.sdnahcbackground.com

2. To order your background check, you must first create an AMS account.

   Click on **Create New Account**   **Tip!**   Save your login information!
   You can always log back into your account to check status and see results

3. Once you have created your account, you will be taken to a page where you can read the instructions and order a background check. Click on "Click Here to Order Your Background Check"

4. Agree to the terms, select your correct School and Program of Study, then click Continue.

5. Select the appropriate package, then click "Continue."

6. Your information will then be automatically input based on what you provided to create your account. Review and change any information if required and click "Continue."

7. Input any past addresses you have lived in the last 7 years.

8. Select a Drug Screen collection location convenient for you and confirm your drug screen registration information, then click "Finish."

9. Confirm your order information, edit if needed and once correct, and click "Continue."

10. Electronically sign the Disclosure & Release Form, with your mouse, consenting to the background check, click "Continue."

11. Review your information and provide payment by credit card or click "Submit Order."

⚠️ **Be sure your information is correct. It is not possible to make changes to your order after it has been submitted. If your order is submitted with incorrect information you will need to submit another background check with additional fees.**

Drug Screening Next Steps:

After placing your order, **check your email** for your drug screen registration form and instructions. Be sure to bring your form and Photo Id to the appointment.

- You MUST complete your drug screening within ~~30 days~~ **3 days** of ordering. If you do not get your drug screening done within 30 days, **YOU WILL BE REQUIRED TO ORDER AND PAY FOR A NEW DRUG SCREENING.**
- **IMPORTANT:** DO NOT drink more than 8 ozs of fluid in the 2 hours prior to giving a urine sample. An abundance of fluid will result in a "dilute" reading, which constitutes a "flagged" situation. It will keep you from attending clinical and requires immediate re-payment and re-testing.
- At the facility, if you are not able produce a urine sample when requested, call ADB at 1-800-200-0853 on how to proceed.

ADB American DataBank

Please contact American DataBank at
1-800-200-0853 or support@americandatabank.com with any questions.

EkG Telemetry Program

After ordering the American Databank background check, the drug screen must be completed within 3 days in order to be accepted into the Grossmont College EKG Telemetry Program. When invited into the program, you will be given specific dates to begin the process of ordering the background check and a deadline date to have the background check and drug screen completed for entrance into the program.

Students may be asked to complete another one and pay an additional fee if it is started **earlier** than the date indicated. The 30 day deadline indicated on the ADB ordering process form <u>does not</u> apply to new incoming students; students must complete the drug screen within 3 days of ordering.