Background Check Process
For Providence Clinical Students

Overview:
Providence Health & Services Alaska is required to utilize the State of Alaska, Department of Health and Social Services Background Check Program for all individuals working in our organization, including students. Here is some information about the process:

The Alaska State Background Check Program completes the following checks:

- Alaska Public Safety Information Network
- Juvenile Offender Management Information System
- Certified Nurses Aide Registry
- Alaska Court System
- Centralized Registry for Employee Misconduct

In addition – four other checks are required:

- System for Award Management (SAM) Excluded Parties List
- Alaska State Sex Offender Registry
- Office of the Inspector General (OIG)
- National Sex Offender Registry

(With your authorization, Providence Alaska Learning Institute (PALI) will complete these four checks for you)

Your background check, including fingerprinting, must be completed and cleared prior to the start of your clinical studies at Providence. Fingerprint checks are processed through local and national law enforcement agencies and may take several weeks. We must have background check clearance from the State of Alaska, along with the SAM, OIG, Alaska State and National Sex Offender checks before you can begin your rotation.

Note: If you have previously completed a State of Alaska Department of Health and Social Services Background Check, please contact Abrianna Haring-Brito (contact info is below.) Your application may already be in the current system and we will need additional information from you to verify.

Costs: The amount to process the background check is around ~$75.00. This includes an application fee and fees for processing the fingerprints. Online payment will be available near the completion of your online application. There will also be a separate cost of your fingerprinting. Most communities have several commercial fingerprinting companies so you may want to compare prices.

The Process:
To begin your Alaska State Background Check process, make sure you have your driver’s license and addresses (states and cities) that you’ve lived at for the past 10 years handy and then go to https://nabcs.dhss.alaska.gov

Please follow the step-by-step online application guide; click HERE to be directed to the link.

For students completing this application outside of Alaska: The online application will ask which Alaskan fingerprint vendor/site you will be printed at. Please choose option “Undetermined or In-Facility Printing” as you can choose a local vendor. More information on fingerprints is found on the next page of this document.

You may now pay the application and processing fees online. The online application confirmation page will also notify you if you need to submit fingerprints. More information on fingerprints is found on the next page of this document. If you encounter problems with your online application, or have questions please call the Alaska State Background Check Unit at 907-334-4475.

Please note: The Background Check Unit requires that all documents, fingerprints, and fees be submitted to their office within 30 days of the online application. If there are any missing documents, fingerprints, or fees, the application will be cancelled. You will need to reapply and resubmit all fees and documents, the original fees will not be refunded.

Complete the attached Background Check Program Release of Information Authorization form.

Complete the Providence Health & Services Alaska Student Information and Authorization Form.
Fax or scan/email the Background Check Program Release of Information Authorization AND the Providence Health & Services Alaska Student Information and Authorization Form to Abrianna Haring-Brito (Providence Alaska Learning Institute.) The fax number is (907) 212-6221 and email is Abrianna.haringbrito@providence.org

Many local or state police agencies offer fingerprinting services for background checks. You may also locate commercial fingerprinting service agencies in your area. The State of Alaska cannot accept fingerprint cards that are submitted electronically; fingerprints must be collected on an FBI Applicant fingerprint card (Form FD-258). You are able to submit digitally printed fingerprints but they must be submitted on the FD-258 form. If you would like an example fingerprint card please reach out and Abrianna will provide you with one. Please check with the fingerprinting vendor to see which documents or ID cards they will require from you. If the vendor/agency requires that you bring in a “fingerprint authorization form” or a “fingerprint certification of positive identification” form, please contact the Alaska Background Check Unit at (907) 334-4475 for a copy of this form.

Please mail or deliver the following documents:

☐ Fingerprint Card – IMPORTANT: Do Not Fold This Card (Mail in a sturdy letter-sized envelope, please)

☐ Completed Fingerprint Authorization Form (if required by the fingerprint vendor/agency)

To:

Alaska State Background Check Unit
4501 Business Park Blvd. Building L
Anchorage, AK 99503

Again, the Background Check Program Release of Information Authorization (ROI) and the Providence Health & Services Alaska Student Information and Authorization Form must be submitted to Abrianna Haring-Brito.

Once your background check clearance is issued from the State Background Check Unit and you attend student orientation, you will be able to receive your security badge and start your rotation!

About Orientation:
You will receive your orientation materials online. It is important that you thoroughly review this material. You will be asked to complete a letter of attestation for completing all Student Orientation Materials.

Finally:
On behalf of Providence Health & Services Alaska, Welcome! We hope your experience here will be rich and rewarding. Providence Alaska Learning Institute and your clinical educators are your resources for answers and support. Please don’t hesitate to contact us at any time.

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