

Background Check Requirement

If you are applying to a Fletcher Technical Community College nursing or allied health program, you are required to complete a background check through BRS. You may complete your background check before the application deadline, and we strongly encourage you to do so as early as possible. Background checks can take longer than expected if fingerprint appointments are delayed or additional information requires review.

Completing your background check early will help ensure it is received and reviewed within the required timeframe. Do not wait until the application deadline to begin this process and please read the instructions thoroughly.

A 7-day grace period will be allowed after the application deadline for completed background checks to be received by Fletcher for review.

If your background check is not received within 7 days of the application deadline, you will not be eligible for enrollment at that time.

It is your responsibility to complete the BRS application, respond to BRS communications, schedule and complete your fingerprints, and ensure that the background check is completed within the required timeframe.

Background Check Instructions

Students applying to a Fletcher Technical Community College nursing or allied health program are required to complete a background check through BRS (Background Research Solutions).

Step 1: Begin Your Background Check

Go to: [BRS Employer Resources](#)

1. From the home page, select SCHOOLS from the menu bar at the top.
2. Select Fletcher Technical Community College.
3. On the next page, you will see Fletcher Technical Community College on the left side of the page.
4. A progress screen will show you what portions of the process you have completed.

5. In the middle of the page, you will find instructions and information about the background check process. Read all information carefully.

Step 2: Complete Your Application

At the bottom of the page, you will see two sections:

- YOUR DEMOGRAPHICS
- AUTHORIZATION & CONTINUE TO REVIEW/SIGN FORMS

Select Your Demographics and complete all required information.

- Select Continue to Next Page.
- If everything is completed correctly, the section will turn green.
- If it turns red, you must correct the errors before continuing.
- Continue to the Authorization & Continue to Review/Sign Forms section.
- Check the consent box and continue to Review & Sign Forms.
- Complete the required paperwork and make your payment online. The charge will be approximately \$60

Step 3: Complete Your Fingerprints

After you initiate your background check, BRS will send you fingerprint instructions by email and text message.

The notification will include:

- Fingerprint instructions
- A Service Code
- An IdentoGO enrollment link
- Instructions for scheduling your fingerprint appointment
- Information about what to bring to your appointment

It is very important that you monitor your email and text messages and follow the fingerprint instructions promptly.

Important Deadline Information

Do not wait until the last minute to complete your background check.

If you believe you may have a criminal charge or other information that could require additional review, your background check may take longer than usual. You should begin the process as early as possible.

A **7-day grace period** will be allowed after the application deadline for completed background checks to be received by Fletcher for review.

If your background check is not received within 7 days of the application deadline, you will not be eligible for enrollment at that time.

It is your responsibility to complete the BRS application, respond to BRS communications, schedule and complete your fingerprints, and ensure that the background check is completed within the required timeframe.