



*Working Today for Tomorrow's Health Care Professionals*

**Providence Alaska Learning Institute**

3760 Piper Street #2040  
Anchorage, AK 99508  
Phone 907-212-6580  
Fax 907-212-6580

## South Central Area Health Education Center (AHEC) Background Check Process For Local Clinical Students

### **Overview:**

Providence's Health & Services Alaska is required by State Statute to utilize the State of Alaska, Department of Health and Social Services Background Check Program for all individuals working in our organization, including students. Even if you have completed a background check through another company, you will still need to complete the Alaska State Background Check. Here is some information about the process:

The Alaska State Background Check Program completes the following checks:

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

In Addition – four other checks are required:

General Serviced Administration (GSA) Excluded Parties List	Alaska State Sex Offender Registry
National Sex Offender Registry	Office of The Inspector General (OIG)

(With your authorization, AHEC will complete these four checks for you)

Your background check, including fingerprinting, must be completed *within 90 Days prior to the start of your clinical studies at Providence*. The electronic portion of your background check should take only about a week to complete, fingerprint checks are processed through local and national law enforcement agencies and take several weeks. Once you have completed, and cleared, the electronic portion, you will receive a provisional approval from the State of Alaska. We must have, at minimum, the provisional approval from the state, along with the GSA, OIG, Alaska State and National Sex Offender checks before you can begin working.

**Costs:** The State of Alaska is currently charging a \$25.00 application fee, and a \$54.25 processing fee for a total of **\$79.25**, plus there will be 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 that you've lived at for the past 10 years handy and then go to <https://abcs.dhss.alaska.gov/> and enter the following Provider ID Number: PRO02030000002 Please note that the first three characters are alphabetic, followed by numbers. Then click on Add A New Application and enter your information. When asked to indicate "Position", select OTHER; when asked to select "Status", select Student. Also, please make note of the 8-digit case number assigned to you. If you encounter problems with your online application, or have questions please call the Alaska State Background Check Unit at 907-334-4475.

### **Then:**

- ✓ Complete the enclosed Disclosure of Alaska State Personal History and Release of Information Authorization and fax it to the State at 269-3488 - please do this right away as the State will not begin your background check without it.
- ✓ Complete the Providence Health & Services Alaska Student Information and GSA/Alaska State Sex Offender Registry Check Authorization.
- ✓ Take the enclosed Fingerprint Card Example, Alaska State Verification of Positive Identification for Fingerprinting form, and your government-issued identification to the fingerprint company and have them collect your fingerprints.



*Working Today for Tomorrow's Health Care Professionals*

**Providence Alaska Learning Institute**

3760 Piper Street #2040  
Anchorage, AK 99508  
Phone 907-212-6580  
Fax 907-212-6580

Please deliver the following documents:

- Fingerprint Card – IMPORTANT: Do Not Fold This Card
- Completed Original Alaska State Disclosure of Personal History and Release of Information Form
- Completed Alaska State Certification of Positive Identification Form
- A check or money order for \$79.25 made payable to State of Alaska

To:

Div. Of Public Health Background Check Unit  
619 E. Ship Creek Ave #232  
Anchorage, AK  
907-269-3615

Please deliver or fax the following document:

- Completed Providence Health & Services Student Information & Authorization Form

To:

South Central AHEC  
Providence Regional Building  
3760 Piper Street #2040  
Anchorage, AK  
907-212-3011  
Fax: 907-212-6420

Once you have your Provisional Approval and have attended Orientation, you can get your security badge and you're ready to start!

**About Orientation:**

Student Orientations are held on Tuesdays from 7:30am-9:00am at the Providence Regional Building (see address above), second floor. You will receive a packet of materials to preview prior to attending orientation. It is important that you thoroughly review this material because you will be asked to answer related questions as part of your orientation.

**Finally:**

On behalf of Providence Health & Services Alaska, *Welcome!* We hope your experience here will be rich and rewarding. South Central Area Health Education Center, along with your clinical educators, is your resource for answers and support. Please don't hesitate to contact us at any time.

*Jan Abbott*

South Central Area Health Education Center (AHEC)  
3760 Piper Street #2040  
Anchorage, AK 99508  
Phone: 907-212-6580  
Fax: 907-212-6420

*Connecting Students To Careers, Professionals To Communities, and Communities to Better Health*