



*Working Today for Tomorrow's Health Care Professionals*

**Providence Alaska Learning Institute**

3760 Piper Street #2040

Anchorage, AK 99508

Phone 907-212-6580

Fax 907-212-6420

## Background Check Process For Providence Clinical Students

### **Overview:**

Providence 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  
Juvenile Offender Management Information System  
Certified Nurses Aide Registry

Alaska Court System  
Centralized Registry for Employee Misconduct

In Addition – four other checks are required:

General Serviced Administration (GSA) Excluded Parties List  
Office of The Inspector General (OIG)

Alaska State Sex Offender Registry  
National Sex Offender Registry

(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 \$51.50 processing fee for a total of **\$76.50**. There is an online payment option available, as well as a pay-by-check option. There will also be the 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: PRO0203000002 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. You may now pay the application and processing fees with a credit card. The online application confirmation page will also notify you if you need to submit fingerprints. If you do, you will need to print out the "Fingerprint Request Form" that will be linked on this confirmation page. If you encounter problems with your online application, or have questions please call the Alaska State Background Check Unit at 907-334-4475.

Complete the enclosed Disclosure of Alaska State Personal History & Release of Information Authorization.

Complete the Providence Health & Services Alaska Student Information and Authorization Form.

**Fax or scan/email the Disclosure of Alaska State Personal History & Release of Information Authorization AND the Providence Health & Services Alaska Student Information and Authorization Form to Amanda Patterson (AHEC/Providence Alaska Learning Institute.) The fax number is (907) 212-6420 and email is [amanda.patterson@providence.org](mailto:amanda.patterson@providence.org)**



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Take the enclosed fingerprint card example, Fingerprint Request Form that you printed earlier, and your government-issued identification to the fingerprint company and have them collect your fingerprints. 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 electronically submitted fingerprints; they must be collected on a fingerprint card. The information on the card example is important for them to have so that they can complete the fingerprint card for you. The fingerprinting official must also complete and sign the Fingerprint Request 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 Request Form
- If you did not pay online:** A check or money order for \$76.50 made payable to State of Alaska

To:

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

Again, the Disclosure of Alaska State Personal History & Release of Information Authorization (ROI) and the Providence Health & Services Alaska Student Information and Authorization Form must be submitted to Amanda Patterson.

Once Provisional Approval is received from the State Background Check Unit and you attend Orientation, you will be able to get your security badge and start your rotation!

**About Orientation:**

Student Orientations are held on Tuesdays from 9:00am – 11:00am at the Providence Regional Building (see address in signature block below), 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. The South Central Area Health Education Center and Providence Alaska Learning Institute, along with your clinical educators, are your resources for answers and support. Please don't hesitate to contact us at any time.

*Amanda Patterson*

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Providence Alaska Learning Institute (PALI)

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