



C. Earl Hunter, Commissioner

Promoting and protecting the health of the public and the environment.

MEMO

To: All EMS Service Providers
Regional EMS Offices
EMS Training Institutions

From: Greg Kitchens, Acting Director

Date: November 3, 2008

RE: Criminal Background Check

Beginning December 15, 2008, criminal background checks will be required for all EMT certifications and recertifications as required by the July 1st, 2008 revision of the South Carolina EMS Act.

In an effort to help facilitate this transition you will find a list of frequently asked questions and a five-step instruction sheet regarding the background check process enclosed with this memo.

Thank you for your patience and cooperation with this new endeavor and please feel free to contact the Department with any questions or concerns.



**INSTRUCTIONS FOR COMPLETING A CRIMINAL BACKGROUND CHECK
REQUIRED FOR ALL EMS PERSONNEL PRIOR TO
CERTIFICATION/RECERTIFICATION**

South Carolina state law now requires that both a federal and state criminal background check be performed on all individuals applying for certification or recertification as an emergency medical technician at all levels. The authorized agent to perform this process for the Department is Integrated Biometric Technologies (IBT). Listed below are the steps necessary to complete this requirement.

Step 1: OBTAINING AN APPLICATION

- Go to the Division of EMS & Trauma website to download the application form:
www.scdhec.net/health/ems
- Complete the form and print it out.
- You will need to bring this form with you to your appointment with IBT to complete the fingerprinting process.

Step 2: SCHEDULING YOUR APPOINTMENT ONLINE*

- Go to the IBT website to complete your application and set up an appointment:
<https://sc.ibtfingerprint.com/>
- Select English or Spanish.
- Scroll down to EMT Certification/Recertification and click “Go”.
- Follow the prompts on the screen to complete the online application.
- Print your confirmation and bring it with you to your appointment.

Step 3: WHAT TO BRING TO YOUR APPOINTMENT

- A valid South Carolina driver’s license or South Carolina identification card
- **If you have an out of state driver’s license, you must bring two secondary forms of identification such as: Social Security Card, Passport, Birth Certificate, Marriage License, US Military ID Card**
- Application form (printed from SC DHEC website)
- Appointment Confirmation page (if scheduled online with IBT)

Step 4: Once you have completed the fingerprint process and paid the fee, you will receive a receipt. This receipt can be used to verify compliance when applying for certification or recertification with the Department.

Step 5: The Department will automatically receive the results of the background check from SLED and the FBI. If there is a problem with the results, you will be notified by the Department. If you do not receive such notification within two weeks of submitting your fingerprints, you may assume that there were no results contained in the background check that would negatively impact your ability to be certified/recertified as an EMT by the Department.

*If you are unable to schedule your appointment online, please call the phone number listed on the form printed in Step 1.

Frequently Asked Questions
EMT Background Check

1. Why do I need to get a criminal background check?

Effective July 1, 2008, the SC EMS Act was revised by the legislature to mandate all EMTs to undergo a criminal background check prior to receiving certification or recertification by the Department. Section 44-61-80 reads: "(d) A person seeking EMT certification or recertification must undergo a state criminal records check, supported by fingerprints, by the South Carolina Law Enforcement Division (SLED), and a national criminal records check, supported by fingerprints, by the Federal Bureau of Investigation (FBI). The results of these criminal records checks must be reported to the department. SLED is authorized to retain the fingerprints for certification purposes and for notification of the department regarding criminal charges.[...]" Without a criminal background check, you will not be certified in South Carolina.

2. What type of criminal background check do I need to complete?

According to the law, you must undergo a state criminal records check by the South Carolina Law Enforcement Division (SLED), and a national criminal records check by the Federal Bureau of Investigation (FBI).

3. What types of criminal activity will prevent me from obtaining a certification?

In accordance with § 44-61-80.d of the SC EMS Act, applications for certification of individuals convicted of or under indictment for the following crimes will be denied in all cases*:

- (1) felonies involving criminal sexual conduct;
- (2) felonies involving the physical or sexual abuse of children, the elderly, or the infirm including, but not limited to, criminal sexual misconduct with a child, making or distributing child pornography or using a child in a sexual display, incest involving a child, assault on a vulnerable adult;
- (3) a crime in which the victim is a patient or resident of a health care facility, including abuse, neglect, theft from, or financial exploitation of a person entrusted to the care or protection of the applicant.

*Applications from individuals convicted of, or under indictment for, other offenses not listed above will be reviewed by the department on a case-by-case basis.

4. If I've never lived in South Carolina, why do I need a SLED check?

The EMS Act does not differentiate between South Carolina residents and out of state individuals. Therefore, to comply with the mandate, you will be required to undergo a SLED check as well as the FBI check.

5. Where do I go to get fingerprinted?

IBT is the company authorized to perform the EMT fingerprinting process. They have locations across the state. To find a location nearest you, please visit their website at: www.ibtfingerprint.com

6. How much does this process cost?

The total cost is \$37.25. IBT will collect this fee when they take your fingerprints or you can pay online via their secure website.

7. If I have had a criminal background check within the past 6 months, do I need to complete another one?

Yes, the law mandates that an individual undergo a criminal background check each time they apply for certification/recertification regardless of when the last check was completed.

8. If I have a copy of a recent criminal background check can I submit it to fulfill this requirement?

No. The Department can only accept data directly from SLED and the FBI.

9. Can I go to my local police station to be fingerprinted?

No. You must use the electronic scanning procedure from IBT.

10. What is IBT?

Integrated Biometric Technologies is an authorized agent that performs electronic fingerprinting for law enforcement and the FBI nation-wide. They are the only agent approved by the Department to obtain fingerprints for emergency medical technician certification/recertification.

11. What is the benefit of using IBT?

By using the scanning system provided by IBT, results from SLED and the FBI are returned to the Department within 48 hours (compared to 6 weeks with manual fingerprint cards) and the cost of the FBI check is reduced by \$13.25.

12. Can I get a copy of the results the Department received?

If there is activity on the report that would prohibit you from obtaining certification the Department will notify you of the results. Otherwise, the Department is not authorized to send you a copy of your record.

13. How will I know if there was something on my record?

The Department will only notify you if there is activity on the report that would prohibit you from obtaining certification.

14. Is there a process to contest the results?

Yes. An individual may challenge the information contained in their background check by contacting the original agency that submitted the information to the FBI or SLED in the state in which the arrest occurred (i.e. police station, solicitor's office, etc.). These agencies will be able to furnish the guidelines for correction of the Record.

15. How long does it take to get the results?

Using the scanning system through IBT, the Department will receive results within 48 hours of the scan.

16. When do I need to get a criminal background check performed?

A criminal background check must be performed each time you wish to certify/recertify.

17. As a student in an EMT course (any level), when do I get my background checked?

Do not make an appointment with IBT until you have passed both the NREMT practical and written examinations. Failure to wait until after you have obtained national registration will result in another background check being completed.

18. Can I complete my background check early (before I'm ready to be certified)?

No. The Department is not able to store background checks for use at a later time.

19. Is there a process to contest the Department's decision not to certify me?

Yes. You can appeal the decision by making a formal written request to the Department. Include any additional information necessary for the Department to make an informed decision regarding your circumstances (i.e. court order, pardon, dismissal, etc.).

20. Who will have access to the criminal background results?

Only authorized individuals within the Department may have access to these results.

21. How secure is the information?

SLED and the FBI have very strict security policies for electronic data submission. Results will be treated in the same manner as patient care data and are not subject to FOI requests. They will be kept in a secure area that is restricted from general staff use and shall be destroyed after processing.

22. As a training officer, what will I need to do differently to recertify my personnel?

Nothing. However, if you wish to expedite the process of recertification please include a copy of the receipt from IBT. This will enable the Department to match the background check results with the certificate application in a more efficient manner.



SAFE

State Applicant Fingerprint Electronic
Processing Services



An L-1 Identity Solutions Company

Name: _____

Last

First

Middle

Address: _____

City: _____ State: _____ Zip: _____

Daytime Contact # _____ Social Security #: _____ - _____ - _____

Date of Birth: ____/____/____ Birthplace: _____
Month Day Year State

Citizenship: _____ Height: _____ Weight: _____

Original TCN (if this is a reprint) _____

CIRCLE CODES THAT APPLY

<u>SEX</u>	<u>HAIR COLOR</u>	<u>EYE COLOR</u>
MaleM	BaldBAL	BlackBLK
Female.....F	BlackBLK	BlueBLU
	Blond/Strawberry BLN	BrownBRO
	BrownBRO	GrayGRY
<u>RACE</u>	Gray/Part Gray GRY	GreenGRN
WhiteW	Red/AuburnRED	HazelHAZ
BlackB	SandySDY	PinkPNK
UnknownU	WhiteWHI	

**Go to www.ibtfingerprint.com or call 1-866-254-2366
to schedule fingerprinting appointments. Use requesting agency
information below to ensure correct processing and fees.**

Please bring your **Driver's License (or other State or Federal issued Photo ID)**
to your fingerprint appointment

Requesting Agency Information

(This information must be provided by your REQUESTING AGENCY.)

ORI: **SCWU8YWA** Controlling Agency: **DEPT OF HEALTH AND ENV**
Reason Fingerprinted: **DHEC EMT BACKGROUND CHECK**

Agency ID: _____ (License number of the health care facility/activity)