

San Jose State University
School of Nursing

SPRING 2008 CLINICAL REQUIREMENTS for
CRESTWOOD CENTER

Dear Students,

Crestwood Center was informed during a recent visit by representatives from the California Department of Mental Health that anyone working or visiting on a regular basis (clergy, students, volunteers, etc.) must have a cleared criminal background check on file that includes Live Scan fingerprinting. Students who are in the clinical section being held at Crestwood MUST obtain Live Scan fingerprinting by 12/22/2007. The scan results are sent to Sacramento and require at least a 4 week processing time. Students who have not met this requirement will not be allowed to start clinical.

PROCESS:

- 1) The SJSU University Police Department offers Live Scan services.
- 2) You may call (408)924-2172 to arrange an appointment (estimated time needed for procedure = 10 minutes) or walk into the UPD at the 7th Street Garage building.
- 3) You will need: a) Crestwood Form/request for service that entitles you to the discounted fee. This form is available outside of HB 409. b) \$21.00 in CASH only. c) Driver's license/Photo ID. Fingerprinting cannot be done without these items.
- 4) Please email Dr. Stuenkel at Stuenkel@son.sjsu.edu with your name, clinical section, and date that you had the Live Scan done. Crestwood has requested that SJSU keep a list of students and the dates the scans were done.
- 5) Results go directly to Crestwood Center.