



EMERGENCY MEDICAL SERVICES PROGRAM OAKLAND COMMUNITY COLLEGE

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W W W . O A K L A N D C C . E D U



CRIMINAL HISTORY REPORT

As of April 1, 2005, all new students entering the EMS Program will be required to submit with their application a copy of their criminal history record. This is to remain consistent with other healthcare programs both college wide and state wide. During the clinical phase of the EMS Program, students will be providing hands-on patient care at a variety of off-site locations. While on clinical rotations, students will encounter many patients who are members of vulnerable populations, such as the elderly, children, or patients with altered mental status. Due to the high potential for abuse of patients from these populations, it is crucial for both their safety and for the credibility of the EMS Program, that all students who are sent to clinical shifts not have in their backgrounds any criminal exclusionary factors as published in the OCC College Catalog. Any discovery of an exclusionary factor by Oakland Community College, its employees, or affiliates, will result in immediate dismissal from the EMS Program.

Please submit a copy of your criminal background history with your application. Your criminal background history report must have been obtained NO EARLIER than 30 days prior to date of your application to EMS Program.

Directions for retrieving that history are as follows:

1. Go online and type: <http://www.michigan.gov/ichat> into your web browser. You will be required to register with an e-mail address as well as your name and address. All fields marked with an asterisk (*) are mandatory. You will need to create your own password; the password must be between 6 and 12 characters long, contain both letters and numbers, and is case sensitive.
2. Once you have registered, click on "Search for Criminal History". You will be asked how many searches you wish to perform.
3. You will then be prompted for credit card information. The cost is \$10.00 for each search, payable with a Visa or MasterCard credit or debit card.
4. Once your credit card transaction has been approved, you will be sent to the search information page. All fields marked with an asterisk (*) are mandatory; the search cannot run without name, race, date of birth, and gender. You are also allowed up to three variations on a name. Examples: Mary Jane Doe, Mary Jane Smith, Jane Doe, and Jane Smith can all be searched together.
5. Once you click on the submit button, the search should be completed in less than a minute. You will still be on the search screen. Scroll down and you will be given the option of doing more searches or viewing the responses.
6. When you view the response, click on the person's last name. You will either be told that the person has no record or you will be shown the person's conviction record.
7. PRINT the page that states either no record or shows the conviction record.
8. That page MUST be turned in with your application to the program and must have no exclusionary factors present in order for you to be allowed admission to the program.