

PRE-ADMISSIONS BACKGROUND CHECK

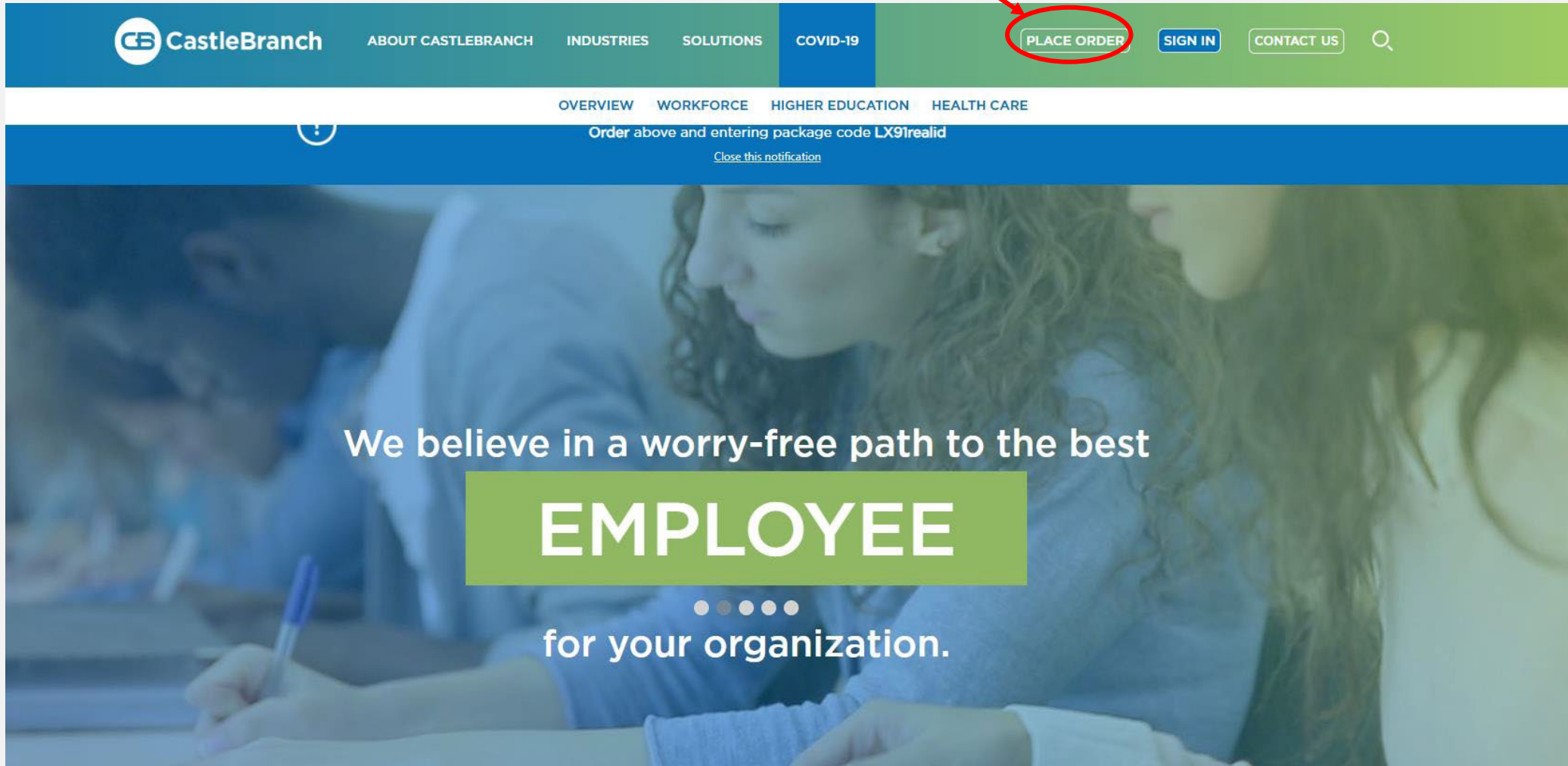
How to set up your initial background check in Castlebranch

THINGS YOU NEED

- Make sure you are using Google Chrome as your internet browser any time you are accessing CastleBranch
- Have your unique package code handy
- If you do not have your SSN memorized you will need that information
- Your SRNA License Number
- Have your credit/debit card information at hand.
 - Cost of this background check is \$60.00 and is non-refundable
- If you have a Campbellsville University email address, you must use this to set up your account. If you do not, you can change the associated email once you are accepted into the program.
- Please be sure to remember what email you use to set up your myCB account because if you are accepted into the program, you will be required to access this program regularly

PLACING YOUR INITIAL ORDER

- Using Google Chrome as your browser, go to www.castlebranch.com
- At the top right corner of the screen, select “Place Order”



The screenshot displays the CastleBranch website interface. The top navigation bar is split into a blue section on the left and a green section on the right. The blue section contains the CastleBranch logo and navigation links for 'ABOUT CASTLEBRANCH', 'INDUSTRIES', 'SOLUTIONS', and 'COVID-19'. The green section contains the 'PLACE ORDER' button, which is circled in red with a red arrow pointing to it, along with 'SIGN IN' and 'CONTACT US' buttons and a search icon. Below the navigation bar is a white horizontal bar with links for 'OVERVIEW', 'WORKFORCE', 'HIGHER EDUCATION', and 'HEALTH CARE'. A blue notification banner below that reads 'Order above and entering package code LX9Irealid' with a 'Close this notification' link. The main content area features a background image of students in a classroom. Overlaid on this image is the text: 'We believe in a worry-free path to the best' followed by the word 'EMPLOYEE' in large white letters inside a green rectangular box. Below this, there are five dots (the first is filled) and the text 'for your organization.'

PACKAGE CODE

- Enter your unique package code
 - Remember, package codes are unique to you and should not be shared or reused. If you think there is a mistake with your code, please reach out for assistance before attempting to reorder. This could cause double charges etc.
- Make sure package codes are entered exactly as they are given to you (spaces, capitalization, etc.)
- Click “Submit”



[Place Order](#) [Sign In](#)

[Solutions](#)

[Partners](#)

[Resources](#)

[About Us](#)

[Contact Sales](#)

[Support](#)



Ordering your own background check?

Please enter the organization's package code.

Package Code:

Code

[Submit](#)

School Administrators and Employers, [log in](#) to your Administrator Portal to view and manage your students and applicants and their orders.

If you do not know the package code, please contact Customer Service at (888) 723-4263 or customerservice@castlebranch.com

[Careers](#)
[North Carolina Services](#)
[Skills Test](#)

[Non-student
Background Checks](#)
[Dispute Accuracy of My
Background Check](#)
[View Background
Check](#)

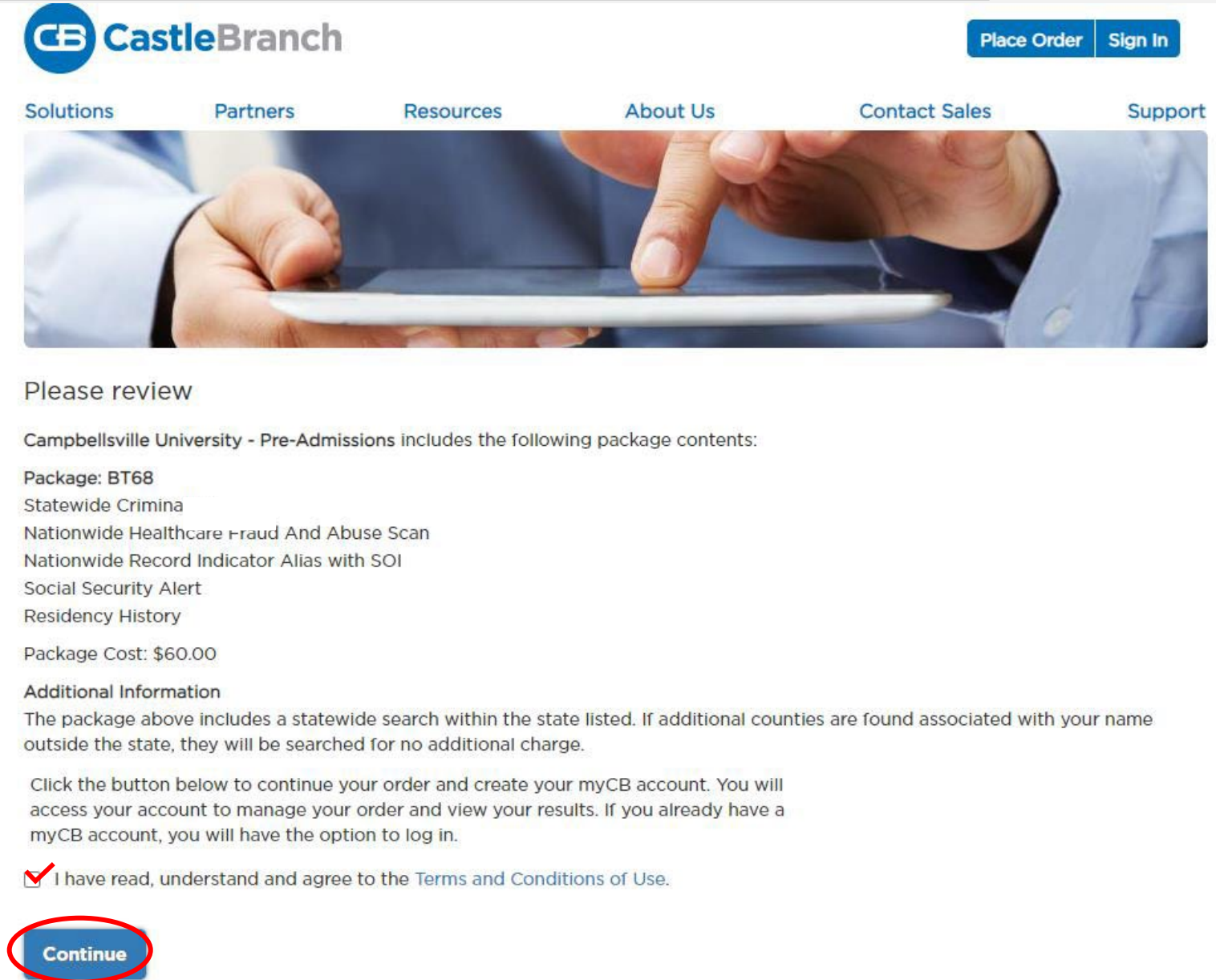
[Pay Bill](#)
[Site Map](#)
[Disclaimer](#)
[Privacy](#)



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TERMS AND CONDITIONS

- Review the package contents, as well as the “Terms and Conditions of Use”
- Check the box stating that you agree to those terms
- Click Continue



The screenshot shows the CastleBranch website interface. At the top left is the CastleBranch logo. To the right are buttons for "Place Order" and "Sign In". Below the logo is a navigation menu with links for "Solutions", "Partners", "Resources", "About Us", "Contact Sales", and "Support". A banner image shows hands holding a tablet. The main content area contains the following text:

Please review

Campbellsville University - Pre-Admissions includes the following package contents:

Package: BT68
Statewide Crimina
Nationwide Healthcare Fraud And Abuse Scan
Nationwide Record Indicator Alias with SOI
Social Security Alert
Residency History

Package Cost: \$60.00

Additional Information
The package above includes a statewide search within the state listed. If additional counties are found associated with your name outside the state, they will be searched for no additional charge.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

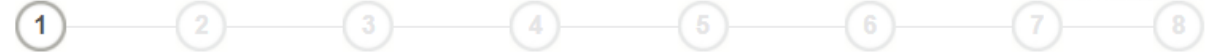
I have read, understand and agree to the [Terms and Conditions of Use](#).

Continue

I. PERSONAL INFORMATION

- Complete the required Personal Information
- If you have a Campbellsville University email address please enter that on the email line. If you do not, use your personal email, and you can change this upon acceptance into the university/program
- Click “Next”

Place Order:



PERSONAL INFORMATION

Legal First Name: *

Legal Middle Name: *

No Middle Name
As the applicant, I certify that I do not have a legal middle name. Alternatively, if I am placing this order on behalf of the applicant, I certify to the best of my knowledge, that the applicant does not have a legal middle name.

Legal Last Name: *

Suffix:

Phone: *

Alt Phone:

Email Address: *

Confirm Email: *

Country: *

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.

PERSONAL IDENTIFIERS

Social Security Number: * If you are not a US citizen and therefore do not have a Social Security Number, please enter 111-11-1111 to proceed with your order

Date of Birth: * placement

Sex: Female Male

STUDENT INFORMATION

Designation: Undergraduate Graduate

Degree/Certification:

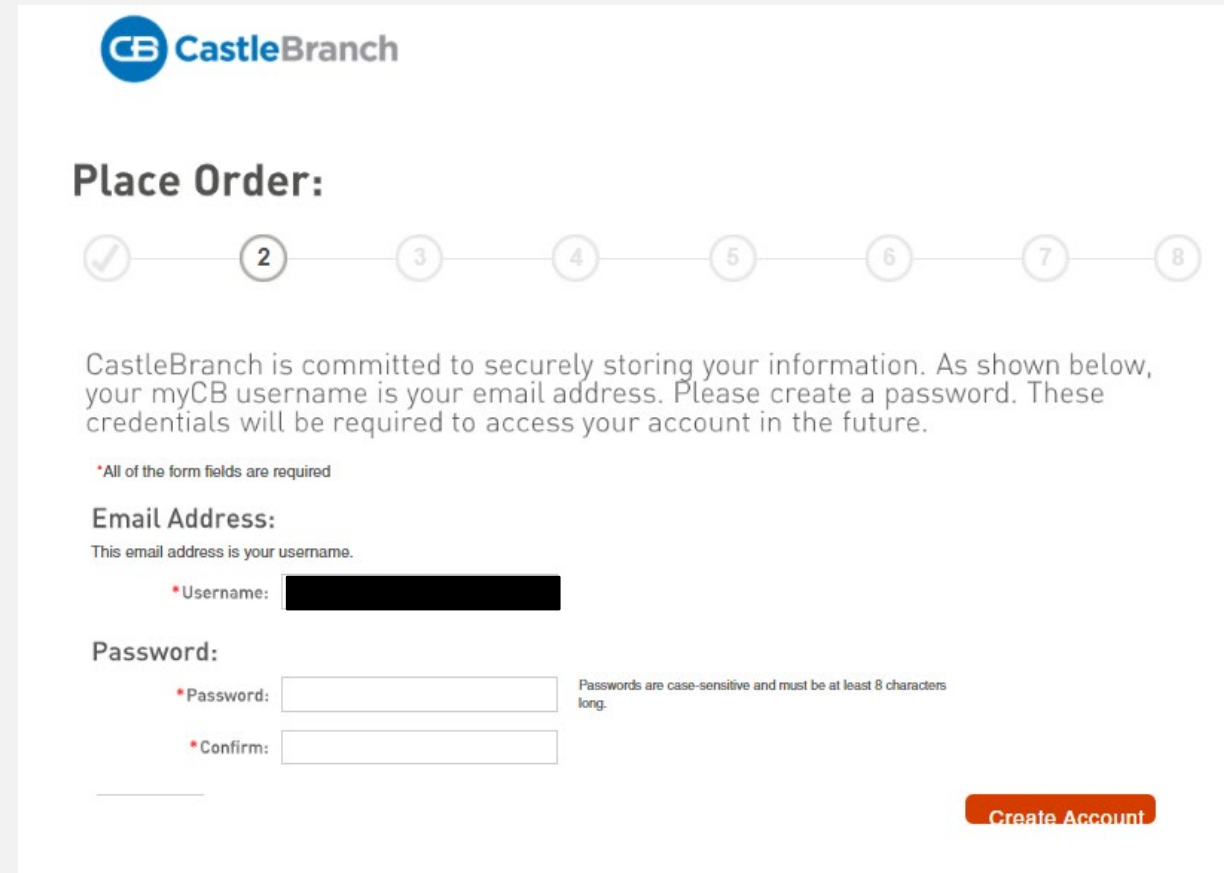
Expected Date of Graduation: /

* Indicates required information



CASTLEBRANCH ACCOUNT

- Remember to use your Campbellsville University email address if you have one
- Please put your password somewhere you can access it. You will not create a new profile upon admittance, so you need to be able to access this existing profile throughout the program
- Select “Create Account”



The screenshot shows the CastleBranch account creation interface. At the top left is the CastleBranch logo. Below it is a progress indicator titled "Place Order:" with eight steps. Step 1 is a checkmark, and steps 2 through 8 are numbered circles. Below the progress indicator is a paragraph of text: "CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future." Below this text is a note: "*All of the form fields are required". The form fields are: "Email Address:" with a sub-note "This email address is your username." and a red asterisk; a "Username:" field with a red asterisk and a blacked-out input; "Password:" with a red asterisk and a text box; and "Confirm:" with a red asterisk and a text box. To the right of the password field is a note: "Passwords are case-sensitive and must be at least 8 characters long." At the bottom right is a red "Create Account" button.

CastleBranch

Place Order:

CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.

*All of the form fields are required

Email Address:
This email address is your username.

*Username:

Password:

*Password: Passwords are case-sensitive and must be at least 8 characters long.

*Confirm:

[Create Account](#)

VERIFY INFORMATION

- These are all of the database checks that CastleBranch will be running in this initial background check
- Verify that all information on this page is accurate
- Once you have verified the information, click “Next”

Place Order:

Progress: 1 ✓ 2 ✓ 3 4 5 6 7 8

[Chat With Us](#)

[Go Back](#)

STATEWIDE CRIMINAL KY

Name * State *

NATIONWIDE HEALTHCARE FRAUD AND ABUSE SCAN

Name * Professional License Number

NATIONWIDE RECORD INDICATOR ALIAS WITH SOI

Name *

SOCIAL SECURITY ALERT

Name *

RESIDENCY HISTORY

Name *

* Indicates required information

[Next](#)

CASTLEBRANCH BADGE IGNORE

- You will not need a CastleBranch badge while enrolled in our program
- Select “No thanks, continue with my order”
- Then click “Next”

CB CastleBranch Contact Us Logout

Place Order:

1 2 3 4 5 6 7 8 Chat With Us

[Go Back](#)

CastleBranch Badge

The CastleBranch badge[™] gives YOU the POWER to share your background check results[™] at any time with any one, saving you the costs and hassle of repeating background check requirements.

Why order the CastleBranch badge?

Save Money
Don't pay twice for a background check! Most volunteer organizations, clinical sites and employers require background checks. Proving you've already completed one could save you hundreds of dollars.

Prepare for YOUR Future
Get in front of the line for a job. In today's struggling job market, proving that you have already completed a background check gives you the advantage over your competition.

Stay in Compliance
From hospitals to schools to volunteer activities to clinical sites, prove your background check compliance at a glance, without a hassle.

Yes! Please add a CastleBranch badge to my order for \$12.00

No thanks, continue with my order

1. Badge applies to the current order. Please see the Order Summary page (next) for details. >>

2. Immunization records cannot be shared via the CastleBranch badge. >>




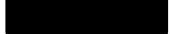

[Next](#)

ORDER REVIEW










Place Order:



ORDER REVIEW

* School Name: 
* CAC: 
* Personal Information:
* Your Name: 
* DOB: 
* SSN: 

ORDER INCLUDES

BT68
Statewide Criminal KY
 * Name:  * State: KY
Nationwide Healthcare Fraud And Abuse Scan
 * Name: 
Nationwide Record Indicator Alias with SOL
 * Name: 
Social Security Alert
 * Name: 
Residency History
 * Name: 

Total Price: \$80.00

* Indicates required information


Next

- Review all information
- Remember, the \$60.00 fee is non-refundable. If there is an error in information you will have to pay for a new background check
- Select “Next”

PAYMENT

SELECT PAYMENT TYPE

COMPLETE ALL REQUIRED PAYMENT INFORMATION

 [Contact Us](#) [Logout](#)

Place Order:


Progress bar: 1-5 (checked), 6 (selected), 7, 8

PAYMENT INFORMATION

Payment Type:* Choose Payment Option

EASY PAYMENTS!
monthly installments available

* Indicates required information

 [Contact Us](#) [Logout](#)

Place Order:

Progress bar: 1-5 (checked), 6 (selected), 7, 8

PAYMENT INFORMATION

EASY PAYMENTS!
monthly installments available

Payment Type:* Visa

Name as it appears on card:* [Redacted]

Card Number:* [Redacted]

Expiration Date:* [mm / yyyy]

Monthly installment payments: *

- Yes, pay for my order with monthly installment payments.
Monthly Installment Payments will be divided into three (3) monthly payments. Your initial payment charged today will be fifty percent (50%) of your initial order total. The remaining balance will be divided evenly to set your installment rate. Charges will occur on the same date each month, for two months after the initial payment made today. If additional items must be added to your package, you will be charged additional installment payments. The number of additional installment payments will vary depending on the total cost of additional items ordered. A transaction fee of \$2.99 will be charged per installment payment including the initial payment. If your credit card declines on your scheduled payment date we will continue to attempt to charge your card daily until the payment is collected. Any remaining payments there after shall be charged one (1) month from the date of the last approved charge.
* If your initial payment was made on the last day of the month and future payments are due in a month with fewer days, you will be added to the preceding payment date.
- No, thank you, please pay for my order in full at this time.

Rush order: *

- Yes, please rush my order for an additional \$7.95.
Your order will receive priority processing. This may reduce order processing time by 1 to 2 days on average. Certain searches are not eligible for Rush including drug tests, immunization record review and verifications of employment/education/professional license.
- No, thank you, do not rush my order.

BILLING ADDRESS

Country:* United States of America

Address:* [Redacted]

City:* Campbellsville

State:* Kentucky

Zip Code:* 42718-1821

* Indicates required information

Click Submit once, payment authorization may take several minutes.

SUBMIT

CLICK "SUBMIT"

FINAL STEPS

- Once your payment has processed, you will receive a payment confirmation receipt via email. Save a copy of that receipt to your desktop.
- You will be required to provide proof of this receipt with your Pre-Admissions packet
- Once your background check has been completed, results will go directly to the School of Nursing Clinical Regulatory & Compliance Administrative Coordinator for review by the admissions panel during the application process
- You will also receive a copy of the results via email

RESOURCES

- Remember if you have any questions or concerns to please reach out to Mrs. Vale, Mrs. Marlow, or CastleBranch Support

Mrs. Brooke Marlow

Clinical Regulatory &
Compliance Administrative
Coordinator

tbmarlow@campbellsville.edu

(270)789-5154

Mrs. Rhonda Vale

Clinical Coordinator

rgvale@campbellsville.edu

(270)789-5383



A  CastleBranch Solution.

Our team looks forward to taking your call. Please have your username (email address) available.

Call: 888.723.4263

Hours of Operation:

Monday - Thursday: 8:00am - 8:00pm ET

Friday: 8:00am - 6:30pm ET