

UNIVERSITY OF DETROIT MERCY
COLLEGE OF HEALTH PROFESSIONS
MCAULEY SCHOOL OF NURSING

CRIMINAL BACKGROUND CHECK
URINE DRUG SCREENING
INSTRUCTIONS
(Updated 12/11/2017)

The College of Health Professions (CHP), McAuley School of Nursing (MSON) is using www.Castlebranch.com to provide student criminal background checks and urine drug screens. This service allows you to purchase your tests on line.

The cost is a flat rate of \$96.00 for criminal background check and urine drug screen. You will need to use a credit card, debit card or money order. Using an electronic check or money order will delay results.

***PLEASE NOTE – ALL FORMS NEEDED TO COMPLETE TESTING AND MENTIONED IN THESE INSTRUCTIONS CAN BE FOUND ON THE UDM CHP/MSON WEB SITE:**

<http://healthprofessions.udmercy.edu/about/pph.php>

1. Criminal Background Check and Drug Screening:

- *Read Criminal Background Check Policy and Procedure and Appendix A.
- *Download and Complete Appendix B and Consent Form and return to:
Compliance Officer, University of Detroit Mercy, College of Health Professions Room 117, 4001 W. McNichols, Detroit, MI 48221.
- To place your order proceed to <https://portal.castlebranch.com/NR61> castlebranch.com/ and follow instructions on How to Place Order. Once on the order page, select your program and proceed.

Additional Instructions for students who reside in Canada:

Follow same instructions as above. Use the Canadian resident instructions listed under your program choice. When you are asked to provide a social security number, enter all 0's.

2. Drug Screening Test:

- *Read Drug Screening Policy and Procedure.
- Castle Branch Drug Testing Services in partnership with Lab Corp will be providing Drug Testing Services for the CHP/MSON.
- **Do not over hydrate before the exam as a dilute specimen will require retesting and another fee.**

FOR ANY QUESTIONS/PROBLEMS DURING THIS PROCESS, CONTACT CASTLEBRANCH CUSTOMER SERVICE AT:

888.914.7279 OR:

Servicedesk.cu@castlebranch.com

RESULTS FOR ALL TESTS WILL BE ELECTRONICALLY SENT TO THE CHP/MSON COMPLIANCE OFFICER BY CASTLEBRANCH.



University of Detroit - Mercy - Health Professions

How to Place Order

Welcome to myCB

To place your order go to:

<https://portal.castlebranch.com/NR61>

Package Name (If applicable)

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com