

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

CRIMINAL BACKGROUND CHECK  
URINE DRUG SCREENING  
**INSTRUCTIONS**

*(Updated 3/21/2017)*

The College of Health Professions (CHP), McAuley School of Nursing (MSON) is using [www.Castlebranch.com](http://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 as of July 1, 2013 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. Please be advised, for a money order there will be an additional \$5.00 fee and you need to allow 2 weeks extra for the process.

**\*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:**

- \*Read Criminal Background Check Policy and Procedure and Appendix A.
- \*Download and Complete Appendix B and Consent Form and return to:  
Sharon Malinowski, University of Detroit Mercy, College of Health Professions Room 117, 4001 W. McNichols, Detroit, MI 48221.
- Upon accessing [www.Castlebranch.com](http://www.Castlebranch.com) follow link for students. You must enter the following package code according to program you are in:

Graduate and Undergraduate Nursing	NV35
Second Degree Option Program	NV90
Physician Assistant Program	NR62
Nurse Anesthesia Program	NE56
Health Services Administration & Health Information Management	UB03

**Additional Instructions for students who reside in Canada:**

Follow same instructions as above. Your package code is **NR 61**. When you are asked to provide a social security number, enter all 0's and continue as above.

**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. **You must first pay for BOTH tests on line before proceeding to the collection site.** After paying follow instructions to locate the testing site closest to you.
- **Do not over hydrate before the exam as a dilute specimen will require retesting and another fee.**

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