



# Oregon Board of Naturopathic Medicine

## Background Check Information for Applicants



### Introduction

The authority of the Oregon Board of Naturopathic Medicine (OBNM) to conduct background checks and require fingerprints of applicants and others is provided by ORS 685.195, and the rules governing the process are provided by OAR 850-030-0020. Background checks are required of all applicants for licensure, and conducted to further the Board's public protection mandate.

### Information Collected

OBNM is authorized to obtain state and national criminal history information and records for persons subject to investigation, including applicants for licensure and applicants for renewal. This information is obtained from a variety of sources, including the Oregon State Police, the Federal Bureau of Investigation, courts, correctional institutions, law enforcement agencies, and other records repositories.

### Information Dissemination

As required by law, the information obtained during the course of a background check is confidential, and protected from public disclosure. Unless otherwise authorized by law, OBNM will not disseminate or distribute any information obtained during the course of a background check. However, an applicant may submit a written request for an opportunity to personally review the contents of their criminal history file, if one exists.

### Applicant Integrity

It is important that an applicant provide truthful, candid information during the background check process. If an applicant is found to be deceptive, untruthful, or provides false information, it is likely that their application will be rejected.

### Assessment

The results of every background check are reviewed on a case-by-case basis. The records and information obtained, if any, are examined to determine if the applicant's personal history makes them unfit for licensure. If OBNM determines that an applicant is unfit for licensure, the application will be rejected.

As required by administrative rule, OBNM will consider several factors when evaluating the results of a background check where criminal history is detected:

- 1) The nature of the crime;
- 2) The facts that support the conviction or pending indictment or that indicate the making of the false statement;
- 3) The relevancy, if any, of the crime or the false statement to the specific requirements of the applicant's or licensee's present or proposed license; and
- 4) Intervening circumstances relevant to the responsibilities and circumstances of the license. Intervening circumstances include but are not limited to:
  - a) The passage of time since the commission of the crime;
  - b) The age of the applicant or licensee at the time of the crime;
  - c) The likelihood of a repetition of offenses or of the commission of another crime;
  - d) The subsequent commission of another relevant crime;
  - e) Whether the conviction was set aside and the legal effect of setting aside the conviction; and
  - f) A recommendation of an employer.

The fact that an applicant has a clear criminal history record does not guarantee the granting or renewal of a license. If OBNM determines that an applicant is not fit for licensure, the applicant is entitled to a contested case process, pursuant to ORS 183.413-470.

## Fingerprint Process

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit [www.FieldprintOregon.com](http://www.FieldprintOregon.com)
2. Click on the "Schedule an Appointment" button
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
4. Enter the Fieldprint Code: FPORBdNaturopathicMedDAS
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
7. If you have any questions or problems, you may contact the Fieldprint customer service team at 877-614-4364 or [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com)

## Right to a Copy of Your Criminal Background Check

You have a right to obtain a copy of your criminal background check

For information on the Federal Bureau of Investigation National Criminal Background, go to [http://www.fbi.gov/about-us/cjis/background-checks/background\\_checks](http://www.fbi.gov/about-us/cjis/background-checks/background_checks)

Where can you go to get more information on the Oregon State Police Criminal Background Check?

[http://www.oregon.gov/osp/ID/pages/public\\_records.aspx](http://www.oregon.gov/osp/ID/pages/public_records.aspx)