Dear Student:

To insure the safety of medical patients, all students who will come in contact with patients during the course of your training must undergo a criminal record search and drug screening. Rutgers University, Center for Professional Development, has chosen TABB INC., an agency specializing in pre-employment background investigations for the medical community, to conduct the checks for their students.

BACKGROUND INVESTIGATION AND DRUG TEST ORDERING PROCESS:

TABB INC. developed a web-based system that will allow you to create an account and order and manage your program requirements on line.

Please visit the following link:  https://www.backgroundinvestigationsbytabb.com/studentindex.aspx

If you have not previously created an account with us, please click: OPEN AN ACCOUNT AND ORDER

Enter the fields in the student registration form and include the Program Identifier for Rutgers University Center for Professional Development to complete the proper requirements.

Program Identifier: CPD

Your account with TABB will allow you to:

- Order and view the progress of your background investigation and drug test
- Review the results of your background check, which will be available to you for the next five years by simply logging into your account with TABB INC. at the above website
- Once an account has been created, your email address is your username. If you forget your password, use the forgot password option.
- Rutgers University administrators will have access to results of your criminal background report and drug screen results

BACKGROUND INVESTIGATION:

The background investigation required by hospitals for students will include a database search that will develop all addresses where you have lived as an adult. Additionally, TABB INC. has been instructed to conduct a criminal record search in the appropriate jurisdiction(s) where your have lived past and present.

Your background investigation will not be started unless valid credit card information is provided and successfully processed. To avoid delays, please insure that accurate information is provided. Your VISA, MasterCard, Discover or AMEX account will be billed for this report and the charge will appear as TABB INC. on your credit card statement. The minimum report price for the background investigation is $45.00 plus sales tax for students who have only lived in New Jersey. This price includes the mandatory $18.00 New Jersey State Police search fee. If you permanent home address is outside of New Jersey, TABB Inc., is required to search your current state of residence as well as a New Jersey State Search.
The New York Office of Court Administration charges $68.00 per name to conduct a New York criminal check. If you have more than one last name and you lived in New York, there will be an additional charge. If you have lived in more than one state, TABB INC. is required to conduct a criminal check in any additional state at a cost of $12.00 plus state fees for each state searched. If you have more than one last name additional charges may apply in certain states. **Additional charges will vary depending on the number of states searched.** The background investigation will take between to ten to fourteen businesses days to complete. The background investigation and drug test results will be available to the university.

**DRUG TESTING**

Hospitals also require a ten-panel drug screen test. TABB INC. has contracted with LabCorp for this service. There are over 3000 testing locations accredited by the Substance Abuse and Mental Health Service Administration to conduct the drug screening on your behalf. An experienced staff will provide a professional environment during the specimen collection process and a state of the art laboratory will test all positive results twice to confirm and validate the test process.

- You will be notified via email with the laboratory locations near your home and a drug test expiration date by which you must visit the drug testing site. Please be sure to include your full home address and email address in the on-line order entry request application.
- The drug test registration expires. Please visit a testing site prior to the expiration date. Additional charges may apply if the test is not performed by the expiration date.
- You must print the drug test registration form you will receive via email and bring it to the drug screening site.
- Your credit card will be charged $50.00 for the drug screening. The $50.00 charge is in addition to the background investigation described above.
- Please allow 24 – 48 hours to receive your drug screen email and registration information.

If you should have any questions regarding this process, please contact:

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College Account Manager  
TABB Inc.  
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janetcillo@tabb.net