Cabrillo College Allied Health Department  
Dental Hygiene, Medical Assistant, Nursing, Radiologic Technology Programs  

Background Check and Drug Screen Purchase Instructions

Cabrillo College Allied Health (ALH) students must obtain a background check (BGC) and a Drug Screen (DS) through our approved vendor, American Data Bank (ADB) by going to cabrilloex.com. You must use the exact URL of cabrilloex.com in the address bar; you cannot Google or search on “American Databank”. Results are received in 2 days to 2 weeks; background check and drug screen information is available through ADB for two years.

Background check must be completed no more than 90 days prior to start of DH, Nursing or RT program or start of MA externship placement, or as required by program.

On-line purchase instructions:

1. Under ‘Program of Study’: select your current program of study - Dental Hygiene, Medical Assistant, Nursing, Radiologic Technology. This will ensure that the appropriate ALH program will receive email verification of your purchase.

2. Under ‘Hospital’ (which refers to facility): you will find a pull down menu with a list of clinical sites; ADB will forward your results to the site you select. PLEASE NOTE:
   a. If you have been assigned a clinical site and you see that site listed in the pull down menu select your site and the results will be automatically sent to confidential source at the site.
   b. If you have been assigned to a clinical site but your current site is not listed, that particular site does wish not to receive an electronic version of your results. Select "No Results Sent to Clinical Site". Although your site may not be listed you are still required to complete the background investigation and a drug screen.
   c. If you have not yet been assigned a clinical site or externship, select "No Results Sent to Clinical Site". You are still required to complete the background investigation and a drug screen.

3. Receiving your results: Next to ‘How will I receive my report?’ the ADB purchase interface defaults to Option 1 so that you will receive results by email. Students are required to print their background check and drug screen reports and retain them for their records AND be prepared to provide a printed report to their clinical site when such a request is made. Do not bring the printed report to the program office. The Allied Health program offices do not retain printed background check or drug screen reports in the office or in student files and do not review or evaluate any background check information. Cabrillo program staff will only receive confirmation from ADB that students have completed a background check to confirm compliance with this policy (see #1).

Please note that after you have made your initial purchase any requests for additional copies of your background check or drug screen must be made directly to ADB via email or phone. Their contact information is available on their web site.

Students who do not complete a background check with ADB will be unable to attend the clinical portion of the program. If a student cannot complete the clinical training during the time it appears in the curriculum, a student will not be able to complete the program requirements. The school is not obligated to make special accommodations and will not find an alternative clinical site if there is a problem with students’ background check results.

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