



**DO NOT COMPLETE FINGERPRINTING UNTIL YOU RECEIVE  
APPROPRIATE FORM FROM HEALTH SCIENCES DEPARTMENT**

**Instructions for completing Step H: Criminal Background/LiveScan**

According to state regulations, all students enrolling in the HEOC 180 or 181 Nurse Aide/Home Health Aide courses must receive criminal clearance for state certification upon enrollment and prior to initiating client care.

**NOTE: Original** fingerprinting/LiveScan must be obtained for the program. Previous fingerprinting/LiveScan results from other parties (i.e. Employers) cannot be accepted.

The college pays for this service at the designated site (no additional fees are required from the student) when the student is enrolled in the course and has submitted documentation of all the following clinical requirements:

- Required immunizations
- CPR certification for the Health Professional
- TB screening clearance
- Completed Physical examination
- Negative drug screening

Documentation of the items listed above must be submitted in person to the Health Sciences Division office secretary in order to proceed with the LiveScan fingerprinting. The student will be provided a three-part LiveScan transmittal form to take to the approved electronic fingerprinting office (Shasta Co. Sheriff's department - see address below).

To obtain LiveScan fingerprints for NA/HHA program, students must have the following:

- Valid picture ID - i.e., Driver's license (you must bring this with you)
- Valid Social Security Number

The location for obtaining fingerprints for the Shasta College program is as follows:

**Shasta Co. Sheriff's Department**  
**1525 Court Street**  
**Redding, CA 96001**  
**(530) 245-6025**

Fingerprinting services: Tuesday-Thursday ONLY  
8:00 AM – 4:00 PM

The student must **return** the second copy of the completed LiveScan form to the Health Sciences office. LiveScan must be completed no later than the **deadline established in the Enrollment Invitation letter**.