

**INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK and DRUG SCREENING FOR A CLINICAL EDUCATION PROGRAM**

**Southeastern Technical College Health Sciences Background & Drug Screen**

Background checks and drug screening are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You will be required to order your background check and complete the drug screening in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete, and turnaround time of the drug screening results is determined by a variety of factors. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The drug screening service is conducted by Quest Diagnostics. Your order must be placed online through StudentCheck.

# Go to [www.mystudentcheck.com](http://www.mystudentcheck.com/) and select your School and Program from the drop down menus for School and Program. It is important that you select your school worded as Southeastern Technical College Health Sciences Background & Drug Screen. \*\*\**Be careful NOT to choose the one including alcohol. If you choose the wrong one you will pay $108.00 instead of $84.50. Southeastern Technical College will not reimburse students that make the wrong selection.*

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. **Texas** residents will pay **$89.30** and **New Mexico** residents will pay **$88.48**. Residents in **all other states** will pay

**$84.50**. For your records, you will be provided a receipt and confirmation page of background check and drug screening through PreCheck, Inc. The collection site will be determined by your instructor.

# Please note, to complete the drug screen, you must provide a copy of the receipt to your school to receive a Chain of Custody Form to submit for drug testing.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

**FREQUENTLY ASKED QUESTIONS:**

* Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
* I selected the wrong school, program, or need to correct some other information entered, what do I do? Please email StudentCheck@PreCheck.com, with the details.
* How long does the background check take to complete? Most reports are completed within 3-5 business weekdays.
* How long does the drug screening take to complete? Screening can be impacted by a variety of factors.
* Do I get a copy of the background report? Yes. Log into [www.mystudentcheck.com](http://www.mystudentcheck.com/) and click on “Check Status”, and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged $14.95 for a copy of your report, and will need to contact PreCheck directly to request this.
* Do I get a copy of the drug screening? Your school or clinical site may have a designated administrator who receives results via fax or through e-results, however if they direct you to contact PreCheck please email your name, request, and the last 4 digits of your SSN to studentcheck@precheck.com. We will advise you of whether we house the results.
* I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck’s Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.