

Dear Students,

Southeast Technical Institute requires background checks for all students entering programs in Health and Human Services Technology. This is to ensure a safe clinical or practicum environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

Southeast Technical Institute has worked with Verified Credentials, Inc. to establish an acceptable screening procedure. Students who fail to submit a background check cannot complete or maintain enrollment in any Southeast Technical Institute Health Program.

Please follow the directions below for submitting your application to Verified Credentials:

- Access website: [www.myvci.com/southeasttech](http://www.myvci.com/southeasttech)
- Click the "GO" button
- Select your program from the drop down menu.
- Complete and sign disclosure.
- Complete information page.
- Review information, make payment selection and submit order.
- Cost of background check is \$71.00

Payment can be made by personal credit card, debit card or electronic check. (Name on card must match step 2 exactly).

#### Additional Payment Choices

Please call 800-938-6090 for processing payment over the phone.

You may also use a prepaid credit card, but make sure that there is enough value on the card to cover any handling charges incurred for use of the prepaid card as well as the cost of the background check.

You may mail a money order to Verified Credentials but it must be received by the deadline established by the college. Please add your name and last 4 digits of your social security number on the check.

Upon completion the results of the background screening will be sent to you via email and to Southeast Technical Institute. If any information is found that would negatively affect your eligibility for a Health Sciences program, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials.

If you have any questions on the background screening process, please contact Verified Credentials Client Services at 800.938.6090.

It is important that you submit information in a timely fashion. Thank you for your prompt attention to this request.

**Southeast Technical Institute, 2320 N. Career Avenue, Sioux Falls, SD 57107, 605.367.6040**