BACKGROUND CHECK INSTRUCTIONS

Southeast Technical College requires background checks for all students entering the programs listed below in Healthcare. 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 College 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 College Healthcare program.

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

1. Access website: https://scholar.verifiedcredentials.com/southeasttech.
2. Enter code for the program you will be attending located above the "Get Started!" button on the right side of the page.

CODES ARE AS FOLLOWS:

Program	Code	Program	Code
Allied Health	Use EMT or CNA Code	Law Enforcement Science	CCYKT-29687
Behavioral and Mental Health Technician	MPDYD-63922	Licensed Practical Nurse	GHPXM-47964
Cardiovascular Sonography	DDTKK-38667	Medical Assistant	HJCKW-42688
Certified Nursing Assistant	CCJYY-24994	Medical Lab Technician	YYPRY-97792
Community Health Worker	PPFCW-73287	Paramedic Science	FFWYD-38933
Dental Assisting	GGHBV-44289	Phlebotomy	BBHJP-24477
Diagnostic Medical Sonography	RTCDG-72239	Registered Nurse	VWDBP-83277
Early Childhood	GGJTD-34833	Respiratory Therapist	FGXYF-39932
Emergency Medical Technician	FGYWP-39866	Surgical Technology	HHHJG-44439
Invasive Cardiovascular Technology	DFFMX-33693	Veterinary Technician	HHXRH-49742

3. Create an account.
4. Enter all required information.
   Social Security number or National Number issues from birth country is required.
5. Provide supporting documentation.
6. Track your progress.
7. Review background when email/text is received from Verified Credentials.
8. **Click link near bottom of email to share information with Southeast Tech. If this step is not completed, your background is not forwarded to Southeast Tech.

Cost of background check is $71. Payment can be made by personal credit card, debit card, PayPal or electronic check.

If you have any questions, the Client Services Team at Verified Credentials will assist you. Please contact them at 800-938-6090 or email at ClientServices@verifiedcredentials.com.

Remember, upon completion, you will be notified via email for instructions on how to review your completed background report and share with Southeast Technical College. If any information is found that would negatively affect your eligibility for your selected program you will be contacted. If information found on the background check you feel is inaccurate, you will be given an opportunity to challenge the information though the Adverse Action process associated with Verified Credentials.

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