

Initial Background Check Instructions

Before submitting an application for early field experience (EFX) or admission to the Teacher Education Program for transfer students, ALL STUDENTS MUST complete an initial background check.

The cost of the Background Investigation is \$18.50. Certiphi Screening accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

INSTRUCTIONS:

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a background investigation.

1. Click the link or paste it into your browser: <https://applicationstation.certiphi.com/>
2. Enter the Code: **WCUEDUCBCSTUDENTPAY** in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create an account.
4. Follow the instructions on the Application Station website.

Note – please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your background investigation report.

If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Certiphi's Help Desk at 888-291-1369 Ext 2006 or itsupport@certiphi.com.

Background Investigations are completed, on average, within 3 to 5 business days.

- Once completed, you will receive an email from Certiphi Screening, studentedition@certiphi.com.
- Follow the link in the email to view the completed background investigation.
- To access the site, use the same username and password created at the time you submitted your background investigation.
- Application Station includes instructions for filing a dispute should you feel anything in the investigation is incorrect.

The initial background investigation consists of the search components listed below. All records are searched by primary name and all AKAs, a student's primary address, and all addresses lived within the past seven years.

- Social Security Number Validation and Verification
- North Carolina Statewide Criminal Search
- County Criminal Records Search – all counties of residence lived outside of North Carolina in the past 7 years
- Federal Criminal Search
- National Sexual Offender Registry Search
- OIG/EPLS Search

SELF-DISCLOSURE AGREEMENT

Students are responsible for self-disclosure of any charges or university sanctions accumulated after their initial background check. New charges should be reported to the Director of Field Experiences **within 72 hours** of the incident or students risk losing the clinical practice placement.

*Any new charge(s) that is not on the student's original background(s) check requires that the student get a new background check at their own expense.