



## **Student Background Investigation Instructions**

A background investigation is a requirement of the teacher education experiences for your program of study. Failure to complete these requirements will prevent you from completing clinical rotations.

### **What to do if you need a Background Investigation?**

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: <http://www.applicationstation.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 web site.

*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 Truescreen's Help Desk at 888-276-8518, ext. 2006 or [itsupport@certiphi.com](mailto: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](mailto:studentedition@certiphi.com). Follow the link in the email to access Application Station: Student Edition to view the report. To access the site use the same username and password created at the time you submitted your background check. Application Station includes instructions for disputing information included in the background check should you feel anything 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

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