

StudentCheck

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

SJC SOUTH PHARMACY TECHNICIAN BACKGROUND & DRUG SCREEN

The hospitals associated with our clinical education program require background checks and drug screening on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your school as **SJC South Pharmacy Technician Background & Drug Screen**, and your Program as **Pharmacy Technician Background & Drug Screen**.

Complete all required fields 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 **\$91.47** and **New Mexico** residents will pay **\$90.63**. Residents in **all other states** will pay **\$84.50**. For your records, you will be provided a receipt and confirmation page of your background check order placed through PreCheck, Inc.

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. To locate a collection site, go to www.labcorp.com/psc/index.html, select “click here,” or call 888.522.2677, Option 1.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any businesses. If you need assistance, please contact PreCheck at StudentCheck@PreCheck.com.

FREQUENTLY ASKED QUESTIONS:

- How long does the report take to complete? Most reports are completed within 3 business weekdays.
- Do I get a copy of the report? Yes. Log into www.mystudentcheck.com and click on “here”, put in your SSN and DOB. If your application is complete, then you click on the application number to download and print a copy of your report. This feature is good for 90 days after submittal. After 90 days, you will be charged \$14.95 for a copy of your report.
- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- 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.
- I have a criminal record. What should I do? Disclose the crime on your application.