



# 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: <http://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:

Cardiac Sonography	RRJPC-76626	Medical Assistant	HJCKW-42688
Certified Nursing Assistant	CCJYY-24994	Paramedic Science	FFWYD-38933
Dental Assisting	GGHBV-44289	Pharmacy Technician	WXWFY-98393
Diagnostic Medical Sonography	RTCDG-72239	Phlebotomy	BBHJP-24477
Early Childhood	GGJTD-34833	Registered Nurse	VWDBP-83277
Healthcare Leadership	WXFBX-93298	Surgical Technology	HHHJG-44439
Invasive Cardiovascular Technology	DFFMX-33693	Vascular Sonography	GGHJV-44686
Law Enforcement	CCYKT-29687	Veterinary Technician	HHXRH-49742
Licensed Practical Nurse	GHPXM-47964		

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 \$64.00. 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](mailto: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 through 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.