

Dear Students,

Southeast Technical Institute requires background checks for all students entering programs in Health and Human Services Technology. 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 Institute 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 Institute Health Program.

Please follow the directions below for submitting your application to QualifiedFirst:

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:

Allied Health	WXFBX-93298	Law Enforcement Science	CCYKT-29687
Cardiac Ultrasound Technology	RRJPC-76626	Licensed Practical Nurse	GHPXM-47964
Certified Nursing Assistant	CCJYY-24994	Medical Coding	WXRHG-97438
Diagnostic Medical Sonography	RTCDG-72239	Pharmacy Technician	WXWFFY-98393
Early Childhood Specialist	GGJTD-34833	Phlebotomy/Patient Care Technician	BBHJP-24477
Electroneurodiagnostic Technology	FGXYF-39932	Registered Nurse	VWDBP-83277
Health Information Services	WXFBX-93298	Surgical Technology	HHHJG-44439
Invasive Cardiovascular Technology	DFFMX-33693	Vascular Ultrasound Technology	GGHJV-44686

3. Create an account
4. Enter all required information
5. Provide supporting documentation
6. Track your progress
7. Review background when email/text is received from QualifiedFirst
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.

Remember, upon completion, you will be notified via email for instructions on how to review your completed background report and share with Southeast Technical Institute. If any information is found that would negatively affect your eligibility for a Health Technology 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.