West Virginia University School of Medicine – Biomedical Laboratory Diagnostics
Student Criminal Background Check Instructions

STUDENT CRIMINAL BACKGROUND CHECK

All incoming and current students must undergo a criminal background check according to West Virginia University School of Medicine Professional and Undergraduate Policy. You are being asked that you use the *Application Station - Student Edition* to complete the required national criminal background check through Certiphi Screening, Inc. Failure to complete these requirements could impact your admission to or retention in the program.

You are required to complete a criminal background check (CBC).

- **The initial search as a new student** must include searches of addresses for the past seven (7) years (i.e. Professional Student CBC).
- **Each year thereafter as a current student** you may be required to complete an Annual Student Recheck.
- Additionally, depending on your program's need you may be required to complete the **Pennsylvania Student CBC** to satisfy clinical site requirements.

The **Professional Student CBC** consists of a search of the components listed below. All records are searched by your primary name and all AKAs, primary address, and all addresses in the last 7 years.

- Social Security Number Validation and Verification
- Statewide Criminal Records Repository search in all states of residence, where available
- County Criminal Records Search – all counties of residence
- Federal Criminal Records Search – all districts of residence
- National Criminal Database Search
- National Sexual Offender Registry Search
- SanctionsScreen Search
- OIG/EPLS Search

Please note that upon initial submission of your **Professional Student CBC application, you will see a $150.00 hold (OR $280.00 hold if living or previously resided in the State of New York) placed on your payment card initially. Once your application is submitted and processed, Certiphi will then be able to total the cost of your Professional Student CBC to capture the total amount. The cost of the Professional Student CBC is APPROXIMATELY around $80.00 (excluding any court access fees in specific jurisdictions). Once your report is completed, Certiphi will then release the hold. Certiphi Screening accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.*

The **Annual Student Recheck** consists of a search of the components listed below. All records are searched by your primary name and current address.

- Social Security Number Validation and Verification

- County Criminal Records Search – current county of residence
- National Criminal Database Search

The cost of your **Annual Student Recheck** is $12.00.

The **Pennsylvania Student CBC** consists of a search of the components listed below. All records are searched by your primary name and all AKAs regardless of address history.

- Pennsylvania Statewide Criminal Records Repository (PATCH)
- Pennsylvania Child Abuse Registry Search – additional instructions are provided to you after completing the application via *Application Station*.

*Upon initial submission of your **Pennsylvania Student CBC** application, you will see a $70.00 hold placed on your payment card initially. Once your application is submitted and processed, Certiphi will then be able to total the cost of your Professional Student CBC to capture the total amount. The cost of the Pennsylvania Student CBC is APPROXIMATELY around $45.00 (excluding any court access fees in specific jurisdictions). Once your report is completed, Certiphi will then release the hold. Certiphi Screening accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

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Procedure:
1. Click the link or paste into your browser: https://applicationstation.certiphi.com/
2. Enter your Application Station Code for the corresponding check you need:

WVU School of Medicine Professional and Undergraduate - Biomedical Laboratory Diagnostics	Application Station Code
Professional Student CBC	**WVUBIOLABDIAGPROFESSCBC**
Annual Student Recheck	**WVUBIOLABDIAGRECHECK**
Pennsylvania Student CBC	**WVUBIOLABDIAGPENNCBC**

3. If this is your first time using Application Station, please click "Sign Up" to create an account. *If you previously created an account and you are a returning user please click "Log In".*
4. Follow the instructions on the Application Station web site.
5. It is your responsibility to ensure you complete the 7-yr search initially. If a 1-yr search is completed, you will be required to complete another background check incurring additional expenses.

Note – please store the username and password created for Application Station in a secure location. This information is needed to reenter Application Station which includes obtaining a copy of your CBC results.

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 **– we encourage you to save a copy of this report for your own records.** 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 for feel the results are incorrect.

REPORT DELIVERY MANAGER

Report Delivery Manager (RDM) allows students to distribute an electronic copy of your background check and drug screen results to a third party for clinical rotations. There is not a limit as to the number of times you utilize this tool as you will incur no additional fee. RDM can be found in Application Station: Student Edition. Reports are available to distribute for 4 years. NOTE: Applicants own their report for 7 calendar years before it is automatically purged by the system.

1. Click the link below or paste it into your browser: https://applicationstation.certiphi.com
2. Choose the "**Log in**" option on the right side of the ApplicationStation home page to sign into their previously created account.
3. When applicants log into their account they will be able to view all of their previously submitted applications. Applicants can click the "**Visit Report Delivery Manager**" option located in the Report Status field to request that a completed report be sent to a third party.

4. Applicants can manage both current and expired report deliveries, and determine who has accessed the system to obtain a copy of their report.
5. To authorize a new third party to view a background check, click "**Add New Delivery**".
6. Supply the third party's contact information: Last Name, First Name, and Organization and click "**Continue**".
7. A list of available reports will appear. Select the reports to share with the recipient and click "**Continue**".
8. Enter the email address of the recipient on the Delivery Method page. The recipient will receive an email with instructions on how to access the applicant's report and a unique link to the Report Delivery Manager. **Copy the security PIN located on this page to give to the recipient verbally.** The applicant must verbally contact the third party recipient and provide the security PIN. Certiphi Screening **does not recommend** that the applicant send the PIN via email.
9. On the Review Summary page, ensure all information is correct and click "**Continue**".
   a. **NOTE**: The recipient has 72 hours from the time the email is sent to access the report with the access information provided in the email. In addition, when the recipient logs in they have 30 minutes to access the report itself. Once the link expires, the recipient will need to contact the applicant for a different Security PIN. The applicant will need to repeat the instructions in this document to generate a new Security PIN.

Certiphi Screening recommends that the student contact the third party and provide the PIN to the contact verbally. This method provides the highest level of security.

If you encounter technical problems with Application Station: Student Edition or have questions regarding the site, please contact Certiphi's Help Desk at 888-276-8518, ext. 2006 or email itsupport@certiphi.com.