



Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK FOR A CLINICAL EDUCATION PROGRAM

College of Eastern Idaho (CEI)

Background checks are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You are required to order your background check in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 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.

To get started go to [MyStudentCheck](#), select your program from the drop down menu and select Background Check.

If you previously created a StudentCheck profile as of November 2017, please login with your username and password. If you have not created a profile, please create an account.

Complete all required fields as prompted and hit Continue to enter your payment information. For your records, you will be provided a receipt and confirmation page of the background check ordered through PreCheck, Inc.

Background Check \$49.50

**applicable taxes will be applied for residents of Texas and New Mexico.*

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:

1. **Does PreCheck need every street address where I have lived over the past 7 years?** No, just the city and state.
2. **I selected the wrong school, program, or need to correct some other information entered, what do I do?** Please email StudentCheck@PreCheck.com, with the details.
3. **How long does the background check take to complete?** Most reports are completed within 3-5 business weekdays.
4. **Do I get a copy of the background report?** Yes, log into your StudentCheck profile at www.mystudentcheck.com and click on "Check Status" under Orders, enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy.
5. **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.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.