

## **Student Background Investigation and Drug Screen Instructions**

A background investigation and drug screen are requirements of the clinical agencies for your program of study. Failure to complete these requirements will prevent you from completing clinical rotations.

### **STEP 1: What to do if you need a Background Investigation and Drug Screen?**

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a background investigation and drug screen as well as locate a specimen collection site. **PLEASE NOTE: Drug screen collection facilities are listed on the final page of Application Station: Student Edition.**

**DO NOT START PROCESSES UNTIL OFFICIALLY ADMITTED TO PROGRAM AND GIVEN DATE WINDOW BY COLLEGE OFFICIALS. ITEMS MAY HAVE TO BE REPEATED IF COMPLETED TOO EARLY.**

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. Enter the Code: **CSCCVETTECH** in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create an account.
4. Follow the instructions on the Application Station web site.

*Note – please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your background investigation and drug screening reports.*

If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Truescreen's Help Desk at 888-276-8518, ext. 2006 or [itsupport@truescreen.com](mailto:itsupport@truescreen.com).

Background Investigations are completed, on average, within 3 to 5 business days. Once completed, you will receive an email from Truescreen, [studentedition@truescreen.com](mailto:studentedition@truescreen.com). Follow the link in the email to access Application Station: Student Edition to view the report. To access the site use the same username and password created at the time you submitted your background check. Application Station includes instructions for disputing information included in the background check should you feel anything is incorrect.

The initial background investigation consists of the search components listed below. All records are searched by primary name and all AKAs, a student's primary address, and all addresses lived within the past seven years.

- Social Security Number Validation and Verification
- County Criminal Records Search – all counties of residence lived in the past 7 years
- National Sexual Offender Registry Search
- Employment Verification – 2 Previous Employers
- SanctionsBase Search
- OIG/EPLS Search

*If none of the collection sites listed are convenient (within 30 minute drive), please contact Truescreen's Occupational Health Screening Department (i.e. Tri-Track and Scheduling Hotline) for assistance with locating an alternate location; phone number 800-803-7859.*

If the initial drug screen is reported as positive/non-negative, you will receive a call from Truescreen's Medical Review Officer (MRO). The MRO will obtain medical proof as to why you test positive. If you are taking any form of prescription medicine, it is wise to proactively obtain proof from your physician to be provided to the MRO when contacted. This will speed up the process of reporting drug test results.

All drug screens conducted for Columbia State Community College are 9-panel plus Oxycodone plus Urine Alcohol and tests for:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine Metabolites
- Marijuana Metabolites
- Methadone
- Opiates
- Oxycodone
- Phencyclidine
- Propoxyphene
- Urine Alcohol

The cost of the Background Investigation is \$45.00. The cost of the Drug Screen is \$36.50. You will pay for both the Background Investigation and Drug Screen at the same time for a total cost of \$81.50. Truescreen accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

If the student receives a "REVIEW" (red X) or "FAIL" (solid red square) on either the background investigation or drug screen, the Allied Health Program Coordinator will communicate this information to the Clinical Education Director at the respective clinical facility. The Clinical Education Director will then determine if the student can enter clinical rotations. Should the student be denied clinical access, the student may want to schedule an appointment with the Clinical Education Director at the appropriate facility. During the scheduled appointment, the student applicant will provide the original background check documentation to the Director of Clinical Education for verification and review. The Director of Clinical Education will review the conviction record and determine "clearing/not clearing" of the student applicant based on approved criteria.