

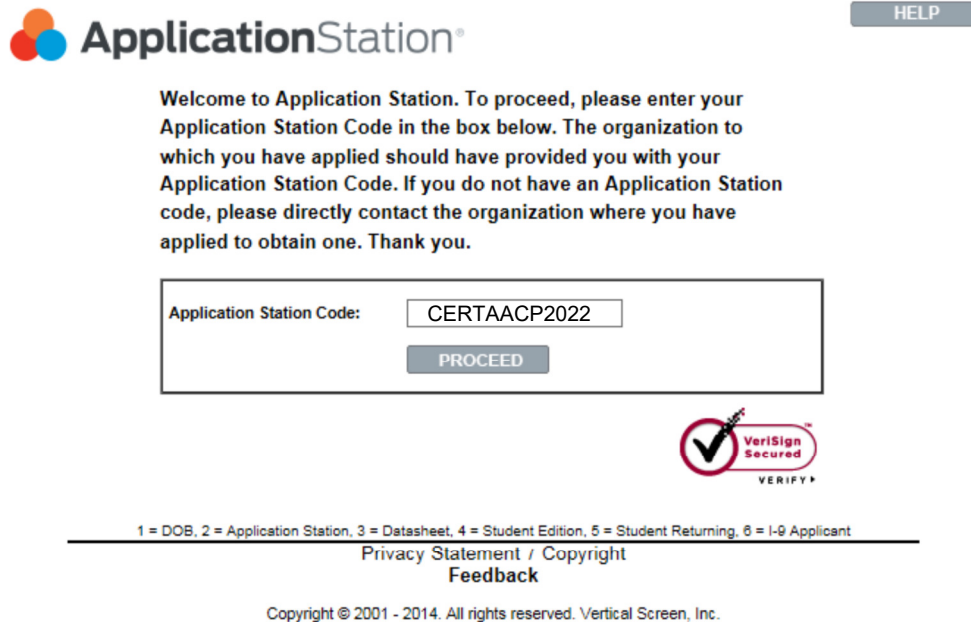
Certiphi Screening – Student Screening Background Check Process

The student screening process is driven by Application Station: Student Edition, a secure online system that allows students to provide Certiphi Screening with the information needed to perform the background check; permission to perform the background check; and, payment for the background check. It works as follows:

LOGGING INTO APPLICATION TATION.COM

Each student is provided with a school-specific Application Station Code via e-mail. The e-mail is sent to the student from either Certiphi Screening. The email will be sent to each student from studentedition@certiphi.com. Students will receive two emails – once to complete the background check and one to complete the drug screen. Each email will provide the school-specific Applicant Station Code along with instructions for beginning the application process.

The student is asked to enter the code on the first Application Station screen.



The screenshot shows the Application Station login interface. At the top left is the Application Station logo, consisting of three colored circles (orange, blue, and red) followed by the text "ApplicationStation®". To the right of the logo is a "HELP" button. Below the logo, a welcome message reads: "Welcome to Application Station. To proceed, please enter your Application Station Code in the box below. The organization to which you have applied should have provided you with your Application Station Code. If you do not have an Application Station code, please directly contact the organization where you have applied to obtain one. Thank you." Below this message is a form with a label "Application Station Code:" and a text input field containing "CERTAACP2022". Below the input field is a "PROCEED" button. To the right of the form is a VeriSign Secured logo with a checkmark and the word "VERIFY" below it. At the bottom of the page, there is a horizontal line with the text "1 = DOB, 2 = Application Station, 3 = Datasheet, 4 = Student Edition, 5 = Student Returning, 6 = I-9 Applicant" above it. Below the line are the links "Privacy Statement / Copyright" and "Feedback". At the very bottom, the copyright notice reads: "Copyright © 2001 - 2014. All rights reserved. Vertical Screen, Inc."

Application Station requires each authorized student to create a unique password and PIN. If the student is a first-time user and has not already created an account, they can click the "SIGN UP NOW" button to do so:



HELP

Welcome to the Application Station - Student Edition. Please take a moment to get acquainted with our system if this is your first visit. Select the HELP button to learn more about the processes involved and what steps are coming up. Click [HERE](#) to view System Requirements.

To order your background investigation, click the Sign Up Now button. If you have already started or completed your order, click Sign Back In.

IF YOU ARE RETURNING:

SIGN BACK IN

IF THIS IS YOUR FIRST TIME:

SIGN UP NOW

Once the student has clicked the "SIGN UP NOW" button, they are asked to agree to the site's Terms of Service. The student must agree to the terms before proceeding.

The student then creates a sign-in ID and password in order to access Application Station: Student Edition. User names must be between 6 and 50 characters. Passwords must be between 6 and 15 characters. The student must also choose a security question and provide an answer. This is used to identify the student should they forget their username or password.

Once those steps are completed, the student receives confirmation that their account was set up successfully.

Note: Students should retain this information for future reference.

The student is then prompted to log into Application Station by entering the username and password they created.

Next, the student is asked to provide their personal information. The information entered by the student here must match the information provided to Certiphi Screening by the school.

That information includes:

- Student's name
- Another unique identification number – 5-digit Zip code.
- Student's date of birth

APPLICATIONSTATION SECTIONS:

- General – Student provides full name, SSN/SIN, DOB, primary address, e-mail address and telephone number(s)
- AKA – Student provides maiden name and any additional names they have used
- Other Addresses – Student provides any additional addresses
- Convictions – Student self-admits any previous convictions
- Release – Student electronically provides permission for Certiphi Screening to conduct the criminal background check and to allow the school to review the results.
- Payment – Student makes payment (if applicable)
- Complete - Student reviews all provided information, including payment information
- Final Submit – Student submits application to Certiphi Screening

Note: After the student completes each section, a green check mark appears, allowing the student to move onto the next page. A legend is provided to explain this process to the student.

When this information is submitted, the student is logged into Application Station: Student Edition and can begin the application. Once the student completes and submits their application, they will be prompted for payment.

Once the background check and drug screening are completed, the student is able to login back into their Application Station account to review their results.

Background Check

The following searches are included in the background check:

- **Social Security Number Validation** (At No Charge) - This service confirms whether the applicant's Social Security Number is valid according to the Social Security Administration's formula. Includes the results of five separate checks: state issued, date issued, date of birth scan, death index search, and analysis against the Social Security Administration's algorithm for issuing numbers.
- **Social Security Number Verification**--This service helps verify the applicant's identity by confirming whether the applicant's Social Security Number matches his/her name, address and Social Security Number data obtained through one of the three major credit bureaus. We can provide you with the "raw" data, or analyze the data against the information provided by the applicant.
- **County Criminal Records Search**--A search of county felony and misdemeanor records, directly through the courthouse. Records are verified using key identifiers (name, date of birth, Social Security Number, address) before reporting. Results include accurate and complete, easy-to-read descriptions of all cases located, as well as their final disposition.
- **Statewide Criminal Records Search**--A statewide search of felony and misdemeanor records, directly through state repositories or court systems. Not available in all states. Records are verified using key identifiers (name, date of birth, Social Security Number, address) before reporting. Results include accurate and complete, easy-to-read descriptions of all cases located, as well as their final disposition.
- **Federal Criminal Records Search**--A search of federal felony and misdemeanor records, directly through the PACER system or the federal courts. Records are verified using key identifiers (name, date of birth, Social Security Number, address) before reporting. Results include accurate and complete, easy-to-read descriptions of all cases located, as well as their final disposition.
- **National Criminal File Search**--This search is an instant, multi-jurisdiction database search of more than 194 million criminal records. Most effectively used as a prescreening tool, or to supplement standard criminal searches.
- **Sexual Offender Registry Search**--A name search performed at the national level directly through registries of individuals who have been convicted of certain sexual offenses and are required to register under applicable state laws.
- **SanctionsBase Search**--A search of Certiphi's proprietary database built and maintained to help health care services employers search for administrative and disciplinary actions levied against potential employees and representatives. SanctionsBase contains more than 100,000 records, updated daily, from sources including: the Food and Drug Administration Public Health Service Office of Research Integrity (ORI); Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals and Blocked Persons; terrorist watch lists; and the FBI.
- **OIG/EPLS Search**--Certiphi offers an OIG/EPLS search that includes both the HHS Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE) and the General Services Administration's (GSA) Excluded Parties List (EPLS). Our service searches applicants against this list to ensure they are not precluded from being hired by a healthcare organization, and provides the tracking and auditing capabilities healthcare organizations need to ensure compliance with applicable federal regulations.

Drug Screen

9-Panel Plus MDMA/Ecstasy, Tramadol, and OxyContin

The drug screening will test for the following: **(It is up to your program if you wish to provide to students what drugs we are testing for.)*

Amphetamines, Cocaine Metabolites, Marijuana Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, MDMA/Ecstasy, Tramadol, Oxycontin