

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

On January 1, 2004, the Joint Commission on Accreditation of Healthcare organizations (JCAHO) instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires all persons who are involved in-patient care activities (e.g., employees, volunteers and students) must have criminal background checks as well as other healthcare related checks.

In order for you to be placed in a clinical site (practicum project site) you must complete a background check with Validity Screening Solutions.

Here is what you need to do:

1. Go to the secure link: <https://www.ejobapp-validityscreening.com/p/ottawa3075>
2. You will need to create a New User account by client link in the upper right-hand corner (previous credentials will not work for this updated site)
3. Create a User Registration by completing the required fields and clicking **SAVE**
4. An authentication message will be dispatched to your email. Follow the link within the email to set password and begin application.
5. Locate your needed package by selecting the **SUBMIT** link and selecting the applicable option available: Student Background Check OR Document Management System Registration
6. Complete each section of the screening profile
 1. Review the screening profile to ensure all sections are complete and click **NEXT** (bottom right)
 2. Read the “Notice” and check the confirmation box, click **NEXT** (bottom right)
 3. Read the “Summary of Rights under the Fair Credit Reporting Act” and check the confirmation box, click **NEXT** (bottom right)
 4. Complete the Disclosure and enter your signature in the electronic signature box, click **NEXT** (bottom right)
 5. Complete the required fields in the Authorization and enter your signature in the electronic signature box, click **NEXT** (bottom right)
 6. Complete Credit Card payment options if applicable (AMEX, Discover, MasterCard or Visa)
 - i. **The Document Management Registration is Fee Waived, and you will not be required to remit payment.**
 - ii. **Cost for the Student Background Check is 43.50 plus \$2.00 administrative fee**
 - iii. **Receipt of payment will be emailed to you once submitted**
7. Select **SUBMIT** to complete application

*** Your results will not be released to your institution until you successfully submit your request and payment to Validity. Please note, if you are registering for the Document Management System, you will receive an official invitation within 72 hours.**

Results will be forwarded to [Ottawa University](#). Instructions on how to access your completed report via your profile page will also be sent via email once your profile has been submitted.

If you have any questions please feel free to contact [Ruth Burkhart](#) at 913-451-1431 or ruth.burkhart@ottawa.edu You may also contact Validity Screening Solutions with technical questions at 913.322.5995, toll-free at 866.920.5995 or via email at students@validityscreening.com.