



Student Background Investigation Instructions

A background investigation is a requirement of the School and/or 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?

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize a background investigation.

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. Enter the Code: **PUOTCBC** in the Application Station Code field.
3. If you have not already created an account for yourself, click the "SIGN UP NOW" button to do so. Otherwise, just click the "SIGN BACK IN" button to login using your Username and Password.
4. Follow the instructions on the Application Station web site to complete your background investigation order.

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 report.

If you encounter issues with Application Station: Student Edition or have questions regarding the site, please contact Certiphi's Help Desk at 888-260-1370 Ext 2006 or itsupport@certiphi.com.

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. 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 you feel anything in the investigation is incorrect.

The 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 7 years.

- Analyzed Social Security Number Search
- County Criminal Records Search
- Statewide Criminal Records Repository
- Federal Criminal Records Search
- National Sex Offender Database Search
- SanctionsScreen
- OIG/SAM (formerly GSA) Search

An electronic copy of the background investigation can be forwarded to any third party; i.e. clinical rotation site. To do so, follow the instructions below.

Report Delivery Manager

Report Delivery Manager (RDM) allows students to distribute an electronic copy of your background check results to a third party for clinical rotations. RDM can be found in Application Station: Student Edition. Reports are available to students for 36 months. If reports are needed beyond 36 months, students must print a copy to be distributed as needed.

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. Enter the Application Station Code applicable to the report you are trying to forward.
3. To access the Report Delivery Manager, choose the "If you are returning" option on the left side of the home page and click "Sign back in."
4. Enter the username and password created at the time of submitting your background investigation and/or drug screen.
5. Report Delivery Manager can be found at the bottom of the Welcome Back screen.
6. To authorize a new third party to view a background check, click "Create a New Delivery."
7. Read the "Important Notice", type your name and click "Agree."
8. Supply the third party's contact information: Last Name, First Name and Organization. Report Access Keys are generated, including an ApplicationStation Code and Access PIN.

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

However, the student can also authorize that an e-mail containing this information be sent to the contact at the clinical facility. If you wish to have an email containing the Access Keys to be sent directly to the clinical facility, follow steps 8 and 9.

9. To authorize an e-mail, locate "Other Delivery Options, Option 2" and click "[here to send an email.](#)"
10. Provide and confirm the recipient's e-mail address, and then select either Option 1 or Option 2, which determines what information is sent to the recipient via e-mail.

The system provides confirmation that an e-mail has been sent, along with the ApplicationStation Code and Access PIN for future reference.