CRIMINAL BACKGROUND CHECK

Effective June 2016, all incoming and current student must undergo a criminal background check yearly according to Oklahoma State Regents' Policy. The College of Allied Health asks that you use the Application Station - Student Edition to complete the required national criminal background check through Certiphi Screening, Inc. Failure to complete these requirements could impact your admission to or retention in the program.

You are required to complete a criminal background check (CBC) annually.
- The initial search must include searches of addresses for the past seven (7) years; (i.e. Full CBC).

The CBC consists of a search of the components listed below. All records are searched by your primary name and all AKAs, primary address, and all addresses within the past seven years.

- Social Security Number Validation and Verification
- Oklahoma Statewide Criminal Search plus any additional states of residence, where available
- County Criminal Records Search – all counties of residence
- National Criminal Database Search
- National Sexual Offender Registry Search
- SanctionsBase Search
- OIG/EPLS Search
- Military Discharge Verification, when applicable

The cost of your first year's Background Investigation is $75.00. The renewal cost for each year after the initial Background Investigation is $63. Certiphi Screening accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

Procedure:
1. **Click the link or paste into your browser: https://applicationstation.certiphi.com/**
2. **Enter your Application Station Code: Click here.**
3. **Click the "SIGN UP NOW" button to create an account.**
4. **Save this username and password in a secure location as you will be asked to re-enter it for subsequent account usage.**
4. **Follow the instructions on the Application Station web site.**
5. **It is your responsibility to ensure you complete the 7-yr search. If a 1-yr search is completed, you will be required to complete another background check incurring additional expenses.**

Note – please store the username and password created for Application Station in a secure location. This information is needed to reenter Application Station which includes obtaining a copy of your CBC results.

If you have questions regarding this request, please call 405.271.6588 or email alliedhealth-info@ouhsc.edu.

If you encounter technical problems with Application Station: Student Edition or have questions regarding the site, please contact Certiphi's Help Desk at 888-276-8518, 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 for feel the results are incorrect.

Report Delivery Manager

Report Delivery Manager (RDM) allows students to distribute an electronic copy of the CBC results to a third party for academic or clinical rotations. RDM is found in Application Station: Student Edition and are available 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**: Click here**
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 site. If you wish to have an email containing the Access Keys be sent directly to the academic or clinical site, 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.