The University of Oklahoma Health Sciences Center – College of Allied Health
Physical Therapy (D.P.T.)
Student Criminal Background Check & Drug Screen Instructions

STUDENT CRIMINAL BACKGROUND CHECK

All incoming and current students 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 as a new student** must include searches of addresses for the past seven (7) years (i.e. Full CBC).
- **Each year thereafter as a current student** you will need to complete an Annual Recheck.

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.
- 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
- SanctionsScreen 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 $63.00. 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 for the corresponding check you need:

College of Allied Health – D.P.T. Physical Therapy	Application Station Code	Cost
Initial 7 Year Background Check	OUAHDPTPTFULL	$75.00
Annual Recheck	OUAHDPTPTRECHECK	$63.00

3. If this is your first time using Application Station, please click "Sign Up" to create an account. If you previously created an account and you are a returning user please click "Log In".
4. Please ensure you save your username and password in a secure location as you will be asked to re-enter it for subsequent account usage.

5. Follow the instructions on the Application Station web site.
6. It is your responsibility to ensure you complete the 7-yr search initially. 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.

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.

STUDENT DRUG SCREEN

The University of Oklahoma Health Sciences Center has asked that you use the *Application Station - Student Edition* to complete the required urine drug screen through Certiphi Screening, Inc. Failure to complete this requirement could impact your admission to or retention.

The cost for the drug screening is $43.50.

Certiphi Screening accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

College of Allied Health – D.P.T. Physical Therapy	Application Station Code	Cost
Drug Screen	**OUAHDPTPTDRUGSCREEN**	**$43.50**

You will need to visit https://applicationstation.certiphi.com/ in order to complete the drug screen application. **Once you create your Application Station Account, you will not have to create a new account – you will utilize the same account for all checks conducted through Certiphi Screening, Inc.**

Please follow the step-by-step instructions for accessing Application Station Student Edition to pay for the drug screen as well as locate a collection site. The collection sites will populate on the confirmation page of ApplicationStation once payment has been made.

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

Please do not drink coffee or too many fluids prior to your lab visit. If your results are a negative dilute, the facility will require a second drug screen to be completed. Should a negative dilute occur, please contact your school administrator.

You will receive an email from Certiphi Screening, studentedition@certiphi.com, once drug test results are available. Follow the link in the email to access *Application Station: Student Edition* to view the report. Follow the link in the email to view the completed drug screening results **– we encourage you to save a copy of this report for your own records.**

REPORT DELIVERY MANAGER

Report Delivery Manager (RDM) allows students to distribute an electronic copy of your background check and drug screen results to a third party for clinical rotations. There is not a limit as to the number of times you utilize this tool as you will incur no additional fee. RDM can be found in Application Station: Student Edition. Reports are available to distribute for 4 years. NOTE: Applicants own their report for 7 calendar years before it is automatically purged by the system.

1. Click the link below or paste it into your browser: https://applicationstation.certiphi.com
2. Choose the "**Log in**" option on the right side of the ApplicationStation home page to sign into their previously created account.
3. When applicants log into their account they will be able to view all of their previously submitted applications. Applicants can click the "**Visit Report Delivery Manager**" option located in the Report Status field to request that a completed report be sent to a third party.

4. Applicants can manage both current and expired report deliveries, and determine who has accessed the system to obtain a copy of their report.
5. To authorize a new third party to view a background check, click "**Add New Delivery**".
6. Supply the third party's contact information: Last Name, First Name, and Organization and click "**Continue**".
7. A list of available reports will appear. Select the reports to share with the recipient and click "**Continue**".
8. Enter the email address of the recipient on the Delivery Method page. The recipient will receive an email with instructions on how to access the applicant's report and a unique link to the Report Delivery Manager. **Copy the security PIN located on this page to give to the recipient verbally.** The applicant must verbally contact the third party recipient and provide the security PIN. Certiphi Screening **does not recommend** that the applicant send the PIN via email.
9. On the Review Summary page, ensure all information is correct and click "**Continue**".
   a. **NOTE**: The recipient has 72 hours from the time the email is sent to access the report with the access information provided in the email. In addition, when the recipient logs in they have 30 minutes to access the report itself. Once the link expires, the recipient will need to contact the applicant for a different Security PIN. The applicant will need to repeat the instructions in this document to generate a new Security PIN.

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

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
email itsupport@certiphi.com.