Background Check Instrutions for Continuing Healthcare Education Programs
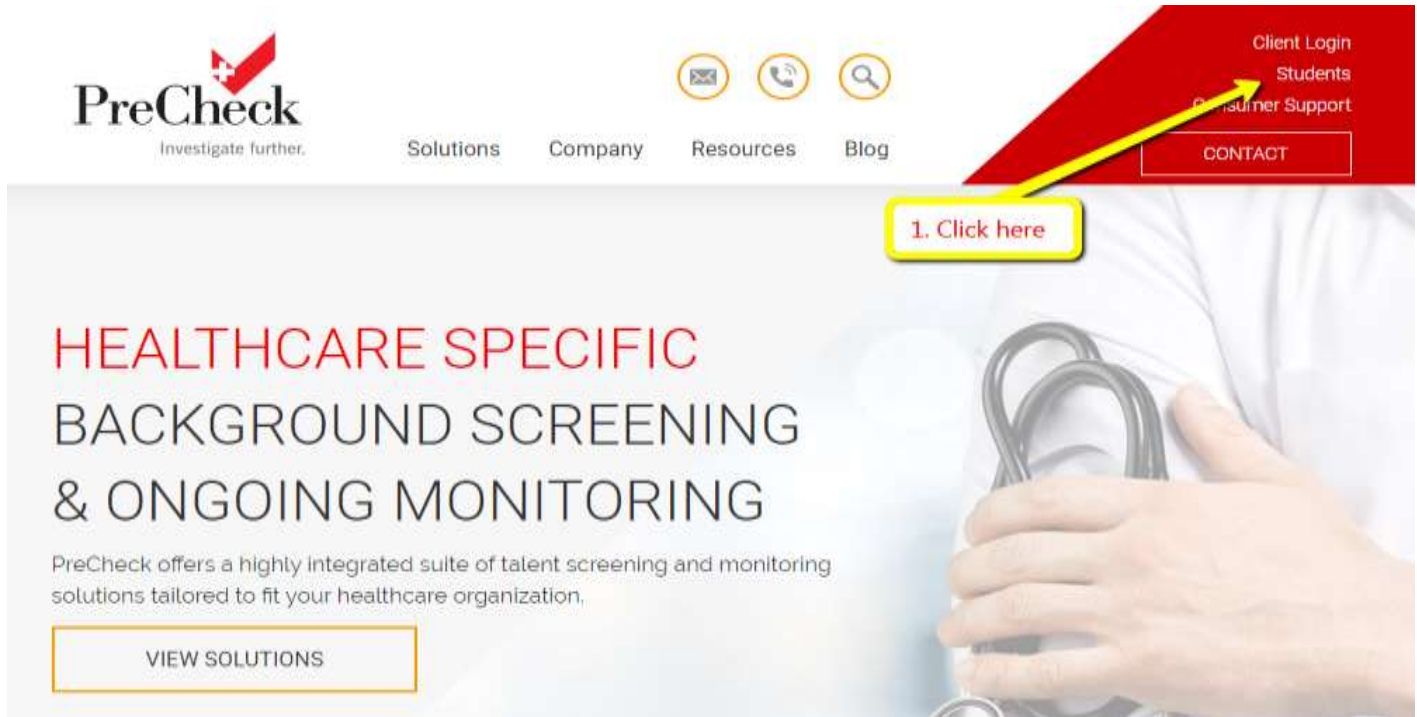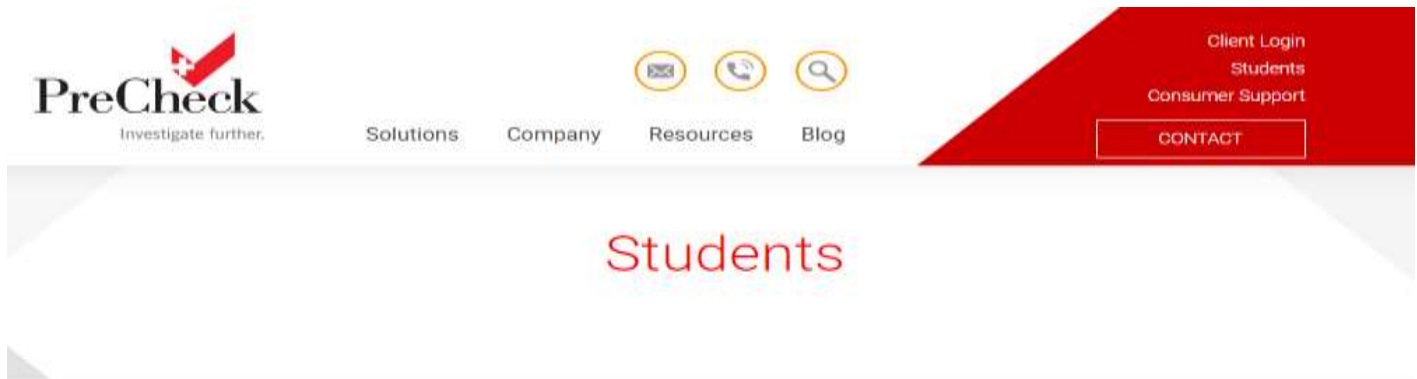
First, open up a web browser (ex. Google Chrome or Mozilla Firefox).

Enter www.precheck.com in the address bar.

Once you get to PreCheck's main page, move your mouse to the upper right corner (red menu box), and **click** where it says "Students."

It will take you to the next page where you will need to click on "Order My Background Check or Drug Screen."

This is the next screen you should see:

1. In the box where it says, "School and Program" start typing in "Amarillo". You'll notice choices will start to appear below. You'll have to at least type in "A-m-a-r-i" to see "Amarillo College – Continuing Education" in the drop-down box.

2. Select "Amarillo College – Continuing Education" as the School.

3. Select the program you are interested in.

Once you've completed this page, you will be taken to a page where you will need to create an account.

Create Account

Your StudentCheck Profile will allow you to track and view the progress of your background check and drug test results. It will also allow you to upload immunization records, share information with schools & clinical sites, and get a copy of your receipt.

First Name

1. Enter your information.

Middle Name

☐ No Middle Name

Last Name

2. Enter your email address.

Email Address

Confirm Email Address

3. Choose a password & enter it.

Password   **Confirm Password**

Your password must:
- Be at least 8 characters in length.
- Contain at least 1 uppercase letter.
- Contain at least 1 number
- Contain no special characters

4. Click "Create" when you are finished with Steps 1-3.

[Create]

Create a PreCheck account

1. On this page, you'll need to create an account. (If you've ever done a background with PreCheck, you will already have an account and can simply log in using your previous email and password.)
2. Enter your first, middle, and last name in the appropriate boxes.
3. Type in your email address. Enter your email address again in the "Confirm Email Address" box.
4. Choose a password according to the guidelines to the right of the password boxes.
5. Enter the same password you chose in the previous step again in the "Confirm Password" box.
6. Click the "Create" button to begin entering information for your background check.

Electronic Delivery and Electronic Signature Consent

E-Sign | Disclosure | CA Disclosure | Additional Disclosures | Personal | Names | Residence | Criminal Records | Authorization | Payment | Confirm

Electronic Delivery and Electronic Signature Consent

Read through this information and scroll down.

In order to provide you with electronic communications and allow you the opportunity to give electronic consent, we have to provide you with certain information.

This notice applies to all Internet-based communications and agreements from or with PreCheck, Inc. including e-mail, website and mobile applications.

Electronic communications or agreements include but, are not limited to:

- Your notice of rights under the Fair Credit Reporting Act (FCRA)
- Your background screening results, information, or any additional notices

Electronic Delivery of Information

By choosing electronic delivery of your documents, you will receive all communications from PreCheck, Inc. electronically instead of receiving a paper copy. You also agree to receive electronic communications related to this background screen from the entity that requested it, if applicable.

The types of communications available electronically are subject to change. If additional communications become available, you will receive those electronically as well.

Electronic Signature Consent

When you sign the box below you are agreeing that your electronic signature is the same as your handwritten or "wet" signature and carries the same legal and binding effect. You will be asked to check boxes labeled "I agree" or "I consent" or other similar language, or to electronically sign a document throughout the processes for background screening or other services PreCheck may supply. By checking the box or electronically signing and giving assent, you acknowledge or accept and agree that you have reviewed and assent to the content of the page, the same as if you are signing a separate document. This agreement will be in effect at any time you use or access the PreCheck website or any of its products.

1. Read through the consent information and scroll down to the bottom.

2. Click on the box to place a checkmark inside of it.

3. Type your name in the Signature box. Make sure your name matches EXACTLY the name you signed up with. (For example, if you put in "William" it will not accept "Will".)

4. Click "I Agree" once you've completed the above steps.

   The next 3 pages will look almost identical. Make sure to check the boxes and type in your name using the name you created an account with.

1. Read through the disclosure information and scroll down to the bottom.

2. Click on the box to place a checkmark inside of it.

3. Type your name in the Signature box. Make sure your name matches EXACTLY the name you signed up with. (For example, if you put in "William" it will not accept "Will".)

4. Click "I Agree" once you've completed the above steps.

Again, on the California Law page, check the box, type in your name in the Signature field, and click "I Agree."

The next page might seem a bit confusing, but all you do is the same thing you've done on the previous few pages. ***You can ignore the boxes that have state names on them. ***

1. Click on the box to place a checkmark inside of it.

2. Type your name in the Signature box. Make sure your name matches EXACTLY the name you signed up with. (For example, if you put in "William" it will not accept "Will".)

3. Click "I Agree" once you've completed the above steps.

Personal Information Page

On this page, you will need to fill out the form completely and accurately. Otherwise, you will not be able to continue with your background check.

1. Fill in the first name, middle name, and last name fields. If you do not have a middle name, you will need to check the box to the right of the last name field.

2. Use your mouse to select your date of birth – month, then day, then year.

3. Enter your phone number. You do not need to enter the parentheses. These will be added for you.

4. Enter your email address in the appropriate field. Use an email address that you check often. You will be emailed a receipt and confirmation that your background check has been submitted and when it has been completed

5. Enter the same email address in the "Confirm Email" field.

6. Enter your social security number in the first field in the "Identification" section.

7. Enter your social security number again in the "Confirm SSN" field.

8. **If you do not have a social security number,** click the box to the right of the "Confirm SSN" field. Otherwise, leave this unchecked.

9. In the "Name on Driver's License" enter your name EXACTLY as it appears on your license.

10. Use your mouse to select the state where your driver's license was issued.

11. Enter your driver's license number in the next field.

12. Click the "Next" button to move when you are done.

Names Section

On the next page, you will enter ADDITIONAL NAMES you have used.

Examples of additional names used:

- Married Names
- Maiden Names
- Aliases

When entering a name, fill out the form completely, and then click the orange check box to the right of the form to save it. You will not be able to continue unless this has been saved.

If you have more than one name to enter, use the "Add Other Name Used" button to the top left of the form. Don't forget to save all names by clicking the orange check box to the right of the form before proceeding.

Residence Section

On this page, you will fill out ALL addresses where you have lived **for the past 7 years**. You will need to fill out each address completely and accurately.

1. First, fill out the form with your current address.
   a. Fill out your street address in the "Address" box.
   b. Fill out the city, state, and Zip Code fields.

2. You will need to specify how long you've lived at this address.
   a. In the "Date From" field, select the date when you began living at this address.
   b. In the "Date To" field, select the date when you stopped living at this address. If you still live at this address, select today's date.

3. Once you have completed the form, click on the orange button to save this address.

4. If you need to add another address, click on the "Add New Residence" button and fill in the form with the previous address.

5. Click the next button at the top when you are finished.

   Make sure you enter ALL addresses where you've lived over the past seven years.

Criminal Records Section

On this page, you will list any and all misdemeanor and felony offenses where you have plead guilty or no contest (or nolo contendere).

Read the question at the top of the page and answer "Yes" or "No".

-   "Yes" – you have EVER plead guilty or no contest (or nolo contendere) to a misdemeanor and/or felony offense.
-   "No" - you have NEVER plead guilty or no contest (or nolo contendere) to a misdemeanor and/or felony offense.

If you answer "No", simply click next to move on and skip the rest of the instructions for this section.

If you answer "Yes" continue with the instructions for this section.

1. Fill out the offense description.
2. Use your mouse to select the date when the offense occurred.
3. Enter the city where the offense occurred.
4. Use your mouse to select the State where the offense occurred.
5. Type in the county where the offense occurred.
6. If the offense occurred in a different country, use your mouse to change the country. Otherwise, leave it on "USA".
7. Click the orange check box to save.
8. If you have another offense to list, check the "Add New Record" box at the top right of the form and repeat steps 1 – 7.
9. Click the "Next" button at the top of the page when you are finished filling out all offenses.

Authorization for Background Check

On this page, read the information at the top of the page.

1. After you have read the information, click on the box under the paragraph to place a check mark in it.

2. Use your mouse to sign your name in the box. Hold down the left mouse button as you drag the mouse around to sign.
   ***If you mess up and need to start over, click on the "Clear" button below the signature box to clear it out and you can begin again. ***

3. Click the "I Agree" button to complete this section and move to the next page.

Order Summary and Payment Details.

Verify that the information is correct in the Order Summary box. Make sure the school says "Amarillo College – Continuing Education."

1. Click on the "Type of Payment" drop-down box to select how you will pay.

** _If you pay by Money Order, your background check will not be started until PreCheck receives your money order. Follow the instructions on the screen EXACTLY to proceed.**_

2. Select the Card Type from the drop down menu.

3. Fill out the rest of the payment form completely. You will not be able to continue otherwise.

a. "Relationship to Cardholder" – enter "self" if your name is on the card. Otherwise, enter "spouse", "mother", "father", etc.

b. "Contact Number" – enter your phone number here.

c. Name on card – enter the name EXACTLY as it appears on the card.

d. Card Number – enter the entire card number here. Do not use spaces.

e. "Expiration" – enter the expiration date month and year.
f. CVV Code – this is the 3-digit security number on the back of your card in the signature box.
g. "Billing Address" – type in the billing street address
h. Enter the city, state, and zip for the Billing Address of the credit card you are using.

4. Click the "Process Order" button when you are finished filling out all information.

Order Confirmation

This will be the next, and last page you will see. Verify the information is correct.

You will receive an email when the background check has been completed.

If you have any questions about your background check, call PreCheck at 1-800-999-9861 or email them at StudentCheck@PreCheck.com.

If you have questions for Amarillo College Continuing Healthcare Education, call the office at (806) 354-6085.