

# Requesting a Criminal Background Check

All CNA, Phlebotomy, Patient Care Tech, 12-Lead EKG Tech, Massage Therapy and Nurse Refresher students must submit a criminal background check through “Pre-Check”. Background checks through Pre-Check cost \$53.58 which is payable online via credit/debit cards or electronic check or money order (must be mailed).

You may submit the background check by going to [www.precheck.com](http://www.precheck.com) and following these steps:

- ❖ Use your browser to find [www.precheck.com](http://www.precheck.com)
- ❖ Hover mouse pointer over **Students (top right)**
- ❖ Click on **Student Self Help Page**
- ❖ Scroll down and click on **Order My Background Check (red text)**
- ❖ Click the first box “School and Program”: to select the appropriate school/program name
  - Begin typing “Amarillo” (without quotations)
  - You will start to see choices appear.
  - There are several different choices for Amarillo College
  - You will need to select – **Amarillo College Continuing Education**
  - In the next box select the program you are interested in –  
**Options: CNA, Phlebotomy, EKG Tech, Patient Care Tech, Massage Therapy**
- ❖ Create an account with an email and password (remember your password!)
- ❖ There are a number of pages you must fill out to complete the background check. Every page must be completed for the background to submit.
- ❖ You can see your progress at the top of the screen with the yellow & orange progress bar.
- ❖ Once complete, the report will be sent directly to the healthcare education office.

You will receive an email from PreCheck letting you know your background check has been processed. Please allow a minimum of 3 to 5 business days before calling to check the status of your report.

**Your report MUST be in and cleared before you will be allowed to register for any of the above classes.**

Call the CHE office before coming to register to verify that your background check is back and completed. (806) 354-6085