

StudentCheck

Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK and DRUG SCREENING FOR A CLINICAL EDUCATION PROGRAM

Del Mar College - Dental Assisting

Background checks and drug screening are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You will be required to order your background check and complete the drug screening in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

To get started go to [MyStudentCheck](#), select your program from the drop down menu and select the required services.

If you previously created a StudentCheck profile as of November 2017, please login with your username and password. If you have not created a profile, please create an account.

Complete all required fields as prompted and hit Continue to enter your payment information. For your records, you will be provided a receipt and confirmation page of background check and drug screening through PreCheck, Inc.

Background Check **\$49.50**

Drug Screening **\$46.00**

**applicable taxes will be applied for residents of Texas and New Mexico.*

Drug Screening: You must pre-register for drug screen collections before heading to a collection lab. The link to the instructions for pre-registration will be provided at the confirmation page after you complete your order on the StudentCheck website.

Note on Drug Screen Pre-Registration and Appointments: This process only pre-registers you for a drug screen and does not set up an appointment time with the collection site. For your convenience, we recommend calling your chosen collection site ahead of time to set up an appointment. For most students, the Electronic Chain of Custody (ECOC) process will register them to a collection site instantly; however the location of some students may require us to mail a paper Chain of Custody Form to get you to a collection site close to your location.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:

1. **Does PreCheck need every street address where I have lived over the past 7 years?** No. Just the city and state.
2. **I selected the wrong school, program, or need to correct some other information entered, what do I do?** Please email StudentCheck@PreCheck.com, with the details.
3. **How long does the background check take to complete?** Most reports are completed within 3-5 business weekdays.
4. **How long does the drug screening take to complete?** Most results are returned within 3 business days, but delivery to your school and/or clinical site can be affected by many factors.
5. **Do I get a copy of the background report?** Yes. Log into www.mystudentcheck.com and click on "Check Status", and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy.
6. **Do I get a copy of the drug screening?** Your school or clinical site may have a designated administrator who receives results via fax or through e-results, however if they direct you to contact PreCheck please email your name, request, and the last 4 digits of your SSN to studentcheck@precheck.com. We will advise you of whether we house the results.
7. **I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call?** Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.