

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

The Wichita State University College of Applied Studies has mandated that students in the college's advanced programs clear a criminal background check upon admission and prior to their first semester. There are two reasons for this requirement. First, it is part of the university's due diligence before placing students in field settings. Second, the check may alert students to issues that may subsequently affect their ability to work in their chosen field.

There are three options for completing this requirement:

Option #1: Provide a copy of current educator or other professional license that required a successful criminal background check. Please submit a copy to WSU College of Applied Studies by fax at (316) 978-6996 or email jody.fiorini@wichita.edu.

Option #2: Provide a copy of recent background clearance with Validity, NATSB, or employer requirement. Please submit a copy to WSU College of Applied Studies by fax (316) 978-6996 or email jody.fiorini@wichita.edu.

Option #3: Validity Screening Solutions - Submit the Validity online background request form with payment. Steps to complete this process follow:

1. Go to the secure link: <https://www.ejobapp-validityscreening.com/p/wsu3256>
2. You will need to create a New User account by client link in the upper right hand corner (previous credentials will not work for this updated site)
3. Create a User Registration by completing the required fields and clicking **SAVE**
4. An authentication message will be dispatched to your email. Follow the link within the email to set password and begin application.
5. Locate your needed package by selecting the **SUBMIT** link
6. Complete each section of the screening profile
 1. Review the screening profile to ensure all sections are complete and click **NEXT** (bottom right)
 2. Read the "Notice" and check the confirmation box, click **NEXT** (bottom right)
 3. Read the "Summary of Rights under the Fair Credit Reporting Act" and check the confirmation box, click **NEXT** (bottom right)
 4. Complete the Disclosure and enter your signature in the electronic signature box, click **NEXT** (bottom right)
 5. Complete the required fields in the Authorization and enter your signature in the electronic signature box, click **NEXT** (bottom right)
 6. Complete Credit Card payment options (AMEX, Discover, MasterCard or Visa)
 - i. This cost is the student's responsibility.
 - ii. **Receipt of payment will be emailed to you once submitted**
7. Schedule Drug Test (if necessary, you will be prompted to select location)
8. Select **SUBMIT** to complete application

*** Your results will not be released to your institution until you successfully submit your request and payment to Validity.**

Results will be forwarded to Wichita State University. Instructions on how to access your completed report via your profile page will also be sent via email once your profile has been submitted.

If you have any questions please feel free to contact Clay Stoldt at (316) 978-5441 or clay.stoldt@wichita.edu. You may also contact Validity Screening Solutions with technical questions at 913.322.5995, toll-free at 866.920.5995 or via email at students@validityscreening.com.