INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK
FOR A CLINICAL EDUCATION PROGRAM

University of Georgia Education

Background checks are required to insure the safety of the children served by students in the field-based portion of their education program. You will be required to order your background check in sufficient time for it to be reviewed by the school, clinic, or associated hospital prior to starting your field placement. A background check typically takes 3-5 normal business days to complete. 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. Background checks will be considered valid for one year, after which time a subsequent background check must be done.

Go to [www.mystudentcheck.com](http://www.mystudentcheck.com) and select your School and Program from the drop down menus. It is important that you select your school worded as University of Georgia Education.

For first time users, create a new account for future login purposes. For returning users, sign in with your username and password. NOTE: returning users may also need to create an account if they hadn't been required to do so previously.

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office.

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check</td>
<td>$37.50</td>
</tr>
<tr>
<td>ReCheck</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

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

For your records, you will be provided a receipt and confirmation page of the background check performed through PreCheck, Inc.

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](mailto: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. **Do I get a copy of the background report?**
   Yes. Log into [www.mystudentcheck.com](http://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.

5. **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](mailto:StudentCheck@PreCheck.com).