WASHBURN UNIVERSITY

Information Regarding Required Student Background Checks

Accredited healthcare and some non-healthcare organizations require criminal background checks on students scheduled for clinical experiences or internships. These are important to the student as well as the placement facility, as findings could alert the student employment in the field may not be possible. The background check is required prior to beginning the professional phase of the Athletic Training Education Program.

PreCheck, Inc. provides the background check service for Washburn University’s students.

Upon initial acceptance into the ATEP Program, the Program Director will send the Student Disclosure & Release order form (release form). This form provides information about what searches are done and instructions to accomplish the background check.

The student is responsible for ordering and paying for the service. The payment of $49.50, either by money order, or credit or debit card, must be submitted before the checking process can begin.

There are two ways an order can be placed. The preferred method is to place the order online at www.mystudentcheck.com. PreCheck states payment can be made securely online with a credit or debit card. Payment can also be made by mailing a money order to PreCheck after placing your order online. Be sure to include name, University name, and a note that payment is for a background check order placed online.

The second method of ordering is to use the Student Disclosure & Release order form (release form). Both the address and the secured fax line number are shown at the bottom of the release form. Money orders cannot be faxed.

In order for PreCheck, Inc. to conduct a thorough search, the release form must be completely filled out. The release form and the payment or payment information must be received by PreCheck, Inc. by July 15th. IF THE BACKGROUND CHECK IS NOT SUBMITTED BY THAT DATE ACCEPTANCE INTO THE PROFESSIONAL PORTION OF THE PROGRAM MAY BE WITHDRAWN.

Neither PreCheck nor the University will use the release form information for any purpose other than a background check. Student’s credit will not be investigated, and name will not be given out to any businesses.

The results of the background check will be made available to the University. If a record of an offense(s) appears in the report, the student will be notified to contact PreCheck, Inc. A PreCheck representative will provide instructions and information.

May 2, 2011