



Background Recheck Instructions

After completing your Internship Application, you will receive a notification to complete a background recheck through Certiphi. **ALL APPLICANTS** who are not currently employed in the school or district that they intend to complete their internship experience with **MUST** complete a background recheck through Certiphi.

The cost of the background check is \$11.50. Certiphi Screening accepts credit cards and PayPal. Payment is collected within the ApplicationStation: Student Edition.

INSTRUCTIONS:

The student screening process is driven by **ApplicationStation 2.0: Student Edition**, a secure online system that allows students to provide Certiphi Screening with the information needed to perform the check requested (ex: background check, drug screen, etc.); permission to perform the check.

CREATING A STUDENT ACCOUNT

1. **Initial Checks** utilize a school-specific code: **UPWCUEDUSTUDRECHECK**. You should receive an email from Certiphi Screening which will include a link to <https://applicationstation.certiphi.com/> where you will go to log in your previously created account.



Welcome to ApplicationStation

Sign up

If you are new to our system, sign up to create an application.

Sign up

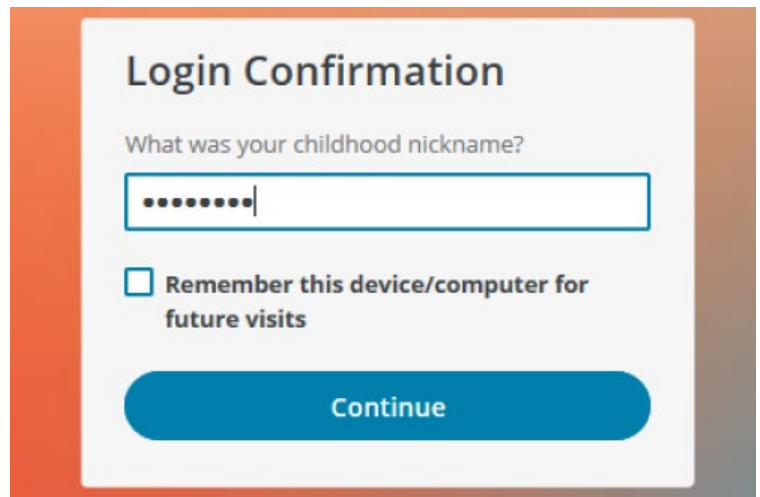
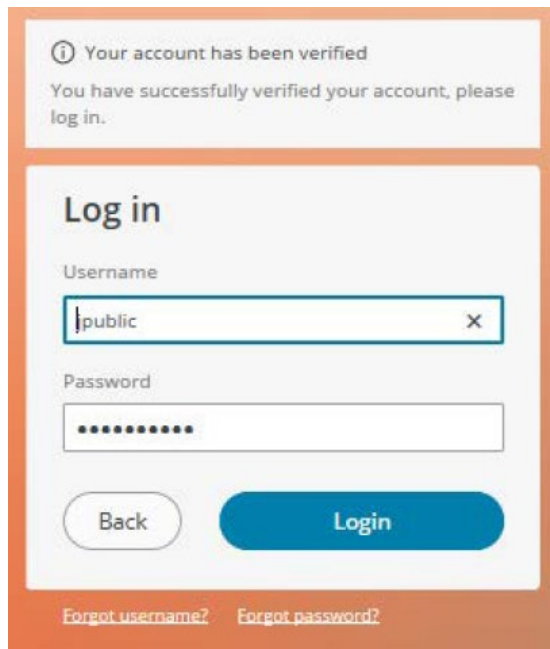
Returning user login

Enter your previously created username and password to complete or submit a saved application or to submit a new application. If you have not already set up an account, please select "Sign up".

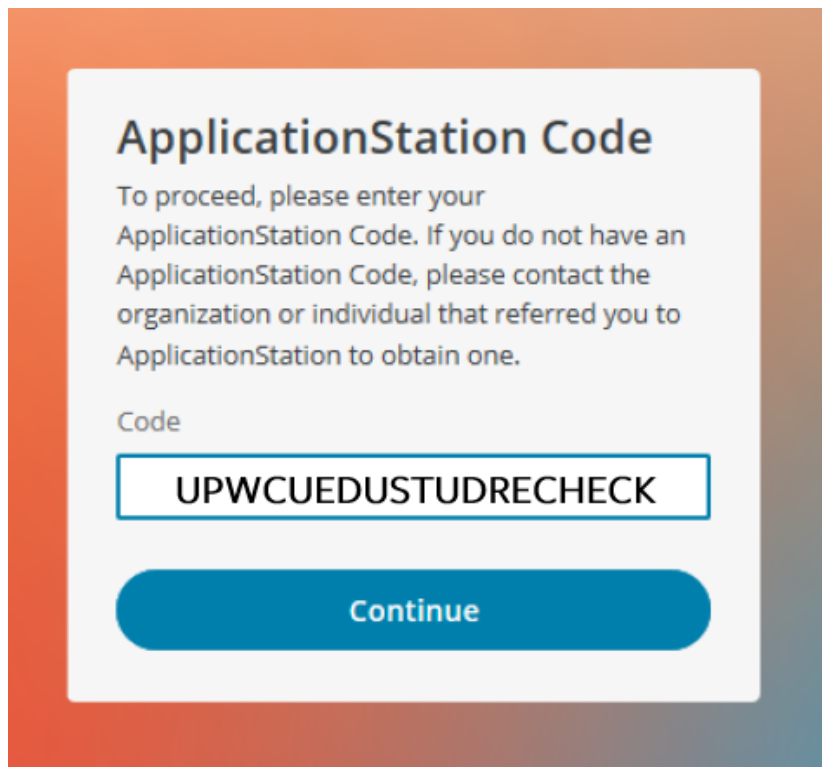
Log in

This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

- *First time users will need to complete the account set up process by selecting the "Sign up" option. There users will be prompted to enter a valid email address and create a unique username.*



- After successfully logged into your account, you will be prompted to enter an ApplicationStation Code. **The code for your Initial Check is UPWCUEDUSTUDRECHECK.**



- Once the ApplicationStation Code is entered you will begin at the application.
- The recheck background investigation consists of the search components listed below. All records are searched by primary name and AKAs (also know as/maiden names/aliases), a primary address, and ALL addresses lived within the last seven years.

- a. Social Security Number
- b. North Carolina Criminal Search
- c. County Criminal Records – all counties of residence lived outside of NC in the past 7 years.
- d. Federal Criminal Search
- e. National Sexual Offender Registry Search
- f. OIG/EPLS Search

Self-Disclosure Agreement

Students are responsible for self-disclosure of any charges accumulated after their initial background check. New charges should be reported to the Director of Field Experiences **within 72 hours** of the incident or students risk losing the clinical practice placement or being removed from the Teacher Education Program.