Dear Student,

On January 1, 2004, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires that all persons who are involved in patient care activities, i.e., employees, volunteers AND STUDENTS, must have criminal background checks and other healthcare related checks. Most public/private school systems are requiring background checks as well.

Acceptance into School of Health Professions academic programs is conditional, pending the results of a criminal/healthcare-related background check. 

**Your acceptance into the School’s program will not be final until we have received your background check information from Validity Screening Solutions, so do this as quickly as possible.** To obtain this report, follow the instructions on the next page directing you to the Validity Screening Solutions website. Your cost will be $49.50, payable online via credit card (add $1.00 surcharge for credit card, $2.00 surcharge for PayPal) or money order/cashier’s check. Background checks will not be run until payment is received by Validity Screening Solutions. Once payment is received, the report will be issued within 72 hours or less.

Please be aware that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current report. The School of Health Professions requires only one background check prior to final acceptance and subsequent enrollment.

The School of Health Professions will also run an Employment Disqualified List (EDL) check for enrolled students. This check reviews Missouri records for any individuals who have been disqualified from working in a health care facility in that state. You need not provide additional information for this check, nor is there any cost to you.

**If you should be sent to a do clinical work at a Missouri hospital, you may need to complete the Missouri Department of Mental Health Disqualification Registry Report. Currently the cost is $10.00 ($1.00 if filed online) as of February 2012. Contact Moffett Ferguson, SHP Student Affairs, if this becomes a requirement for you. Or you can go to:**
https://webapp01.dhss.mo.gov/FCSRWebRegistration/Welcome.aspx to access the site.

Information about what the background check entails can be found in the FAQ’s at the Validity Screening Solutions website. Should a background check/EDL check/MHDRR check come back with an unacceptable conviction, the applicant/student will be notified by their department. If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student’s responsibility to confirm whether or not the conviction will prevent them from taking a certification/qualifying examination upon completion of the program.
To initiate the background check:

1. Go to the secure link: https://www.validityacademics.com
2. Enter the Username and Password below:
   - **Username:** ku9892
   - **Password:** background
3. Follow the detailed instructions on the screens
   a. Read the “Summary of Rights Under the Fair Credit Reporting Act” and click continue to the background check.
   b. Click on “Proceed to Background Check”
   c. Fill out all form fields on the disclosure and click “Continue Application”
   d. Fill out form fields on the employment verifications page
   e. Click “Save and Continue”
   f. Authorize the background check
   g. Click “Continue Application”
   h. Choose a payment option:
      - **Credit Card** $49.50 plus $1.00 surcharge
        When your Credit Card payment has been accepted your background check will be immediately entered into progress
      - **PayPal** $49.50 plus $2.00 surcharge
        When your payment has been accepted your background check will be immediately entered into progress
      - **Money Order/Cashier’s Check** $49.50
        Your background check will not be entered into progress until Validity Screening Solutions receives the Money Order/Cashier’s Check
        - Be advised the Money Order/Cashier’s Check may take up to five days to receive and process
        - If you choose the Money Order/Cashier’s Check option you will be routed to a page that will have detailed directions on how and where to submit your payment

Results will be forwarded to Moffett Ferguson, Student Affairs Coordinator in the School of Health Professions.

Thank you for taking care of this matter promptly. If you have any questions, please contact Moffett Ferguson at 913-588-5275 or at mfergus1@kumc.edu. You may also contact Validity Screening Solutions with questions by phone at 913-322-5995 or toll free at 866-920-5995 or by email at healthcare@validityscreening.com.

Sincerely,
Moffett Ferguson, Student Affairs Coordinator
KU School of Health Professions