

Requesting a Criminal Background Check:

All CNA and Phlebotomy students must submit a criminal background check through “Pre-Check”. Background checks through Pre-Check cost \$53.58 which is payable online via credit/debit cards or electronic check.

You may request the background check via the internet by going to www.precheck.com and following these steps:

- ❖ Use your browser to find www.precheck.com
- ❖ Click on **Background Checks**
- ❖ Scroll down and click on **Background Checks for Nursing and Allied Health Students**
- ❖ Click on **Order Student Background**
- ❖ Click the drop down menu to select the appropriate school/program name
 - There are several different choices for Clarendon College
 - You will need to select – Clarendon College/ program name
 - In the next box select – Course name
 - Click Submit
- ❖ Complete the personal information questions
- ❖ Complete the payment questions
- ❖ Click Submit
- ❖ The report will be sent directly to the Department Director

You will receive an email from Pre-check letting you know your background check has been processed. Please allow a minimum of 3-5 business days before calling to check the status of your report.

Your report **MUST** be in and cleared **BEFORE** you will be allowed to register for any of the classes.