Next Steps: Drug Screen & Background Check

We work with **Certiphi** to complete required drug screens and background checks. This document serves as a simple guide, more detailed information is emailed directly to student upon registration and payment of tuition.

Watch for an Email

You will get an email from applicationstation@certiphi.com. It will have a link and a code to start your drug screen and background check.

1. **Create Your Account**

Click the link in the email to open the Certiphi site. Use your code to make an account. You'll need to create a username and password, and then agree to the terms.

2. **Pay the Fee**

The standard fee is paid on your behalf by our office or programmed into class fee depending on program.

3. **Schedule Your Drug Screen**

Certiphi will provide you a list of places nearby where you can go. Choose one and schedule your visit. Once scheduled you have **48 hours** to complete the test.

4. **Go to Your Appointment**

Go to the lab you chose and give a urine sample. Be prepared to list your current medications. Keep the receipt they give you.

5. **Track Your Progress**

Certiphi lets you check each step online. You can see when your sample is sent, tested, and when results are ready.

6. **If Certiphi Calls You**

If your test shows something unusual, a doctor from Certiphi (called an MRO) will call you. They'll ask if you have a medical reason. You'll need to respond within 3 days.

7. **Get Your Results**

When your results are ready, you can download them from your Certiphi account. We will also be notified. No extra action is needed unless we contact you.

Background Check Instructions

You'll do the background check in the same Certiphi system. Follow the prompts and fill out each section.