

June 28, 2007

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 Allied Health 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 \$44.00, payable online via credit card (add \$1.00 surcharge) 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 Allied Health requires only one background check prior to final acceptance and subsequent enrollment.

The School of Allied Health may also run an Employment Disqualified List (EDL) check for enrolled students if required by an affiliation site. 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. However, should this be required by your affiliation site, we will need your signed permission to release your Social Security Number to the MO Department of Health and Senior Services, the agency that provides the EDL check.

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 come back with an unacceptable conviction, the applicant/student will be notified by the School of Allied Health. 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 <https://validityacademics.com> . This is a secure link.
2. You will be asked for a Username and a Password.  
**The Username is: ku9892 The Password is: background**
3. Click on “Login”
4. Click on “Allied Health ”
5. Read the “Summary of Your Rights Under the Fair Credit Reporting Act.” (FYI: This will not be a credit report, though the “Summary of Rights . . .” title leaves that impression. The Fair Credit Reporting Act refers to ALL consumer reporting agencies (CRA’s), most of which are, in fact, credit bureaus. However, the agencies that provide the criminal background information also fall under that CRA umbrella.)
6. Check the box that indicates you have read the Summary of Your Rights.
7. Click on “Proceed with Background Check.”
8. Fill out all form fields on the disclosure. If you want to have a copy of the report emailed to you, be sure to fill in your email address and click the box next to “Forward a copy of my completed report to my email address.”
9. Click “Continue Application.”
10. Fill out form fields on the employment verification page.
11. Click “Save and Continue.”
12. **You must check the box that authorizes Validity Screening Solutions to run the background check.** Then type in your name and the date. Click “Continue Application.”
13. The last screens are about payment. Select an option. After a credit card payment has been accepted, your background check will be processed immediately. If you choose to pay by cashier’s check or money order, remember that this payment method may take up to five days to receive and process.
14. Background checks will not be performed until payment is received.

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](mailto:mfergus1@kumc.edu).

Sincerely,

Mary Chivington, BS, RDCS, RVT.  
Program Director, KU Diagnostic Cardiac Sonography