

Annual Criminal Background Check

The Union University School of Pharmacy requires an annual criminal background check for all students in the Doctor of Pharmacy Program. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

The School of Pharmacy has worked with Verified Credentials, Inc. to establish an acceptable screening procedure. Students must submit their first background check prior to the beginning of classes. Students who fail to submit a background check cannot complete or maintain enrollment in the Doctor of Pharmacy Program.

Please follow the directions below for submitting your application to Verified Credentials:

1. Access the website: www.myvci.com/tnacd
2. Click the "GO" button.
3. Select "Union University School of Pharmacy Class of 2012" from the drop-down menu.
4. Complete and sign the *Disclosure & Authority to Release Information* page.
5. Complete the *Information* page that follows.
6. Review your information, make your payment selection, and submit the order.

Your criminal background check must be submitted no later than August 1, 2009.

The cost of the first background check is \$97. The cost of each annual update will be approximately \$15. Payment can be made by personal credit card, debit card, or electronic check. (The name on the card must match step 5 exactly).

Additional Payment Choices

If payment is being made with someone else's card, please call 800-938-6090 for processing your payment over the phone. You may also use a prepaid credit card, but make sure there is enough value on the card to cover any handling charges incurred for use of the prepaid card as well as the cost of the background check.

You may mail a money order to Verified Credentials but it must be received by August 1, 2008. Please write your name and the last 4 digits of your social security number on the check.

Upon completion, the results of the background screening will be sent to you via email and to the Union University School of Pharmacy. If any information is found that would negatively affect your eligibility for the Doctor of Pharmacy Program, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials.

If you have any questions regarding the background screening process, please contact Verified Credentials Client Services at 800-938-6090.