

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

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 all persons who are involved in in-patient care activities, i.e., employees, volunteers and students must have criminal background checks as well as other healthcare related checks.

In order for you to be placed through National American University you must complete a background check with Validity Screening Solutions.

Here is what you need to do:

1. Go to the secure link below:
<https://www.validityacademics.com>
2. Enter the Username and Password below:
Username: nau9643
Password: background
3. Follow the detailed instructions on the screens
 1. Read the "Summary of Rights Under the Fair Credit Reporting Act" and click continue to the background check
 2. Click on "Proceed to Background Check"
 3. Fill out all form fields on the disclosure and click "Continue Application"
 4. Authorize the background check
 5. Click "Continue Application"
 6. Choose a payment option:
 - Credit Card** \$35.50 plus \$1.00 surcharge
When your Credit Card payment has been accepted your background check will be immediately entered into progress
 - PayPal** \$35.50 plus \$2.00 surcharge
When your payment has been accepted your background check will be immediately entered into progress
 - Money Order/Cashier's Check** \$35.50
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 **National American University**.

If you have any questions please feel free to contact **Kelli Lewis** at **605.721-5311** or **kdlewis@national.edu**. You may also contact Validity Screening Solutions with questions at 913-322-5995; toll free at 866-920-5995 or via email at healthcare@validityscreening.com

Sincerely,

Kelli Lewis, RHIA