



## Background Check

Trinity College requires a background check for all students entering programs at the College. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area health care facilities.

**Background checks are to be completed prior to orientation.** Please be aware students who fail to submit a background check cannot maintain enrollment in any Trinity College program.

Please follow the directions below for submitting your background application:

1. Access the Trinity College website at <http://www.trinitycollegeqc.edu>
2. On the home page scroll down to the blue "Quick Links" bar and select "Background Check"
3. Enter the Trinity College code BBYXW-29993 in the box located above the "Get Started!" button on the right side of the page
4. Create an account
5. Sign disclosure, acknowledge receipt of Summary of Your Rights under the FCRA, and sign the Background Check Authorization
6. Enter all required personal information
7. Provide supporting documentation
8. Submit payment
9. You will be provided with the results to approve BEFORE your report will be shared with Trinity College

Students are responsible to pay the fee associated with the background check. Payment can be made by credit card, debit card or PayPal. Your background check will not be completed until the fee is processed.

The results of the background screening will not be sent to Trinity College until you have reviewed and approved the results. Once you've approved your report, a copy will be sent to the College. If any information is found that would negatively affect your eligibility for a health care program, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials. For further information regarding criminal background checks, consult the Trinity College Catalog at <http://www.trinitycollegeqc.edu/catalog.aspx>.

If you have any questions, the Client Services Team is ready to assist you. Please email at [ClientServices@verifiedcredentials.com](mailto:ClientServices@verifiedcredentials.com) or call 800.938.6090.