



## Snead State Community College - Background Information Center

Snead State Community College requires background checks for all students entering programs in the Health Sciences. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

Snead State Community College has worked with Verified Credentials, Inc. to establish an acceptable screening procedure. **Students who fail to submit a background check cannot complete or maintain enrollment in any Snead Community College health program.**

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

- Browser access must be through Internet Explorer or Firefox
- Access the QualifiedFirst by Verified Credentials, Inc. (VCI) website:  
<http://student.verifiedcredentials.com/?organization=snead> (Type in Browser not in Search Engine)
- **Enter your 10 character program code: CDFGX-23394 (Boaz Phlebotomy\*)**
- Create an account/profile and complete all information/application pages and press DONE when finished with each one
- Sign disclosure
- Make your payment selection and pay by credit card, debit card or PayPal
- Submit your Verified Credentials, Inc. order through QualifiedFirst
- Check your **email** (inbox, junk & spam) for **2 separate emails** from [QualifiedFirst@verifiedcredentials.com](mailto:QualifiedFirst@verifiedcredentials.com)
- A **Congratulations** once you have registered with VCI through QualifiedFirst
- A **Track Your Order** receipt once you have completed payment through QualifiedFirst

Upon completion the results of the background screening will be sent to you via email and to Snead State Community College. If any information is found that would negatively affect your eligibility for a Health Sciences 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 on the background screening process or results, please contact Verified Credentials Client Services at 800.938.6090 or email [ClientServices@verifiedcredentials.com](mailto:ClientServices@verifiedcredentials.com).*

Once a student has passed the background check, and entered the program, the student will be **required** to provide documentation from various health screens prior to entering the clinical setting. Students will upload the required health screen documentation into their profile at QualifiedFirst which will be shared with Snead State Community College. Students who fail to submit **ALL required documentation** will **not** be allowed to begin the clinical process.

It is important that you submit information in a timely fashion. Thank you for your prompt attention to this request.

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