

VIEWPOINT SCREENING

BACKGROUND CHECK INSTRUCTIONS FOR WAKE FOREST SCHOOL OF DIVINITY

About Viewpoint Screening

On Jan. 1, 2004, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) instituted new regulations. Organizations, such as hospitals, home health agencies, clinics and other types of health agencies, must abide by these regulations in order to gain or maintain their accreditation.

One of the regulations requires these organizations to conduct a criminal background check on all employees, students and volunteers involved in patient care.

Viewpoint Screening allows students to order their own background check online for this purpose. Information collected through ViewpointScreening.com is secure, tamper-proof and kept confidential. The background check and/or drug test performed are based on guidelines provided by your school. Your results will be posted on the ViewpointScreening.com website where the student, as well as the school, will be able to view them.

Step 1 Place Your Order

Go to: www.viewpointscreening.com/vpsNC

Select WAKE FOREST UNIVERSITY SCHOOL OF DIVINITY from the dropdown menu
Click on "Start Your Order" and follow the online prompts

Required Personal Information

In addition to entering your full name and date of birth, you will be asked for your social security number, current address, phone number and email address.

Payment Information

At the end of the online order process, you will be prompted to enter your Visa, Mastercard, AmEx, or Discover information.

Step 2 View Your Results

Once your order is submitted, you will receive a confirmation email containing a password to view the results of your background check. When your background check is completed, you can view/print a copy at www.ViewpointScreening.com/viewresults by entering your email address and password. Results should be completed within 3-5 days.

**If you have any additional questions, please contact Viewpoint Screening at (888) 974-8111 Ext. 0
or email: customerservice@viewpointscreening.com**