

EARLY CHILDHOOD EDUCATION



BACKGROUND CHECK ONLY

Before Starting:

- A valid email is REQUIRED-(Example: jsmith2@mail.lakelandcc.edu)
- You must be near a printer to print necessary form for fingerprint.
- **Have credit card ready to pay, you will be prompted to pay on the website (Visa, MC, Amer Express). The cost for the background check is \$66.00.**

Getting Started:

1. Log onto our website at www.VerifyStudents.com
2. Use this special promotional code: **LAKELANDECDBG**
3. Complete profile & e-sign forms as they appear
4. **Print Fingerprint Control Form** (sample form shown below)

After completing online process:

1. Fingerprinting
 - Bring Fingerprint Control Form & government photo ID to your school's designated fingerprint location (Human Resources Dept., Room C-2103, fall/spring semester hours and days available – M-F 8:00 a.m. – 4:00 p.m., summer semester hours vary so please call HR at 440.525.7575). If you are unable to come on any of those dates/time, you can go to Corporate Screening's office, 16530 Commerce Ct, Middleburg Hts. M-F 8:30 – 5:00 no apt. needed, or 5:00 – 7:30 by apt. only to have it completed. Remember to take your Fingerprint Control Form and government photo ID.

The image shows a 'Fingerprint Control Form' from Corporate Screening and fastfingerprints. It includes fields for 'Requested Background Check' (BCI), student information (Name: BILL TEST, SS Number: XXXXX-0000, Address: 16530 COMMERCE COURT, City/State/Zip: CLEVELAND, Ohio, 44130, Email: BFRAZIER@CORPORATESCREENING.COM, Daytime Phone: 440-810-0500), and company information (Industry: CCC Students, Reason for fingerprinting: clinical site placement). It also contains a 'RELEASE OF BACKGROUND CHECK RESULTS' section with a signature line and date.

Viewing the status of your background:

- Click on "Login/Report Retrieval," enter your login information, and the site will let you know if your background is pending or complete.
- Once your background is complete, you may save or print your report. You also have the option to e-mail the report to someone else.

PLEASE NOTE: If you have any questions, call Corporate Screening's Customer Support at 1-800-229-8606, option 4.

Please note that this information is for the sole purpose of background screening for this school only. Unauthorized use of our service is prohibited

Background Requests Procedure

1. Lakeland Community College – Human Resources Department

- a. Complete Lakeland’s Fingerprint Control Form.
- b. Sign the Disclosure and Authorization Form.
- c. Bring completed forms, driver license or state-issued photo ID to Human Resources to be fingerprinted.

2. Create Profile on OCCRA Professional Registry

- a. Go to www.occra.org and click “Create Profile” on the top right of the page.
- b. Enter required information
- c. User name will automatically generate
- d. Enter a password
- e. Click “Create Profile” button.
- f. An email will be sent to the email address you entered. Follow the prompt to verify email. Please check your junk mail and spam folders if you did not receive the email in your inbox.

Important: Document your user name, password and OPIN for future sign in use.

3. Request Background Check Electronic JFS 01175

- a. Log into your OPR Profile at <https://registry.occra.org>
- b. Click on your name in the upper right-hand corner
- c. In the drop down, menu select **Request Background Check**
- d. Review information on the Overview screen and click start request.

Section 1 – Personal Information

- a. Enter your Social Security Number – only the last four digits will be displayed, because it is encrypted information.
- b. Add any Aliases or Maiden Names
- c. Add any previous addresses you have resided in the past five years
- d. Using the fields provided, enter Race, Ethnicity, Gender, Height, Weight, Hair and Eye Color
- e. If currently employed in child care, enter the start date of current employment.
- f. Check if you have been employed in child care in the last six months
- g. Include information on physical markings
- h. Click next section when all data has been entered

Section 11 – Program Search

The program’s lab school, Teaching & Learning Center, will need to receive the Background Check Results (JFS1176). Please insert the center’s name (Teaching & Learning Center), license number (301899), county (Lake) and the center’s contact email (cvanek@lakelandcc.edu).

- a. Electronically sign the form by typing your name in the signature field
- b. Agree to the terms and conditions
- c. Submit your request. After which, you will receive a message that your submission was successfully posted.
- d. You will need to show proof (screenshot or print) for a *Background Check Request Form JFS 01175*.
- e. Additionally, through the same website, you will need to show proof of completion (screenshot or print) of the *Child Care Center Orientation Training*.