

A criminal background check (CBC) must be completed prior to matriculation. HireRight Inc., our background screening provider, must conduct the CBC. You are responsible for the cost of the CBC and any additional fees. The base price for the CBC is \$43.50. Once the background report is completed, HireRight will provide a copy of your report to you via email (or via post, if email is not applicable).

Please make sure that the information you provide for the background check is correct. Once the background check is submitted, there is no way to change any information and if any information is submitted incorrectly, you will be required to submit another background check.

To initiate your background clearance, go to the website

<https://ows01.hireright.com/ofkin.html?kiosk=A217C90ABC6FD640AC707565F63FCCDE>

and follow the step-by-step process. You will be requested to submit your payment for CBC as part of this process. The profile information you input will be sent directly to Texas Tech University Health Sciences Center upon completion.

The following searches are required for students attending facilities for clinical/preceptorship/externship through Texas Tech University Health Sciences Center and will be conducted by HireRight:

1. Social Security Number Trace
2. Criminal Felony & Misdemeanor Search, 7 years, unlimited number of counties as revealed by SSN Trace
3. Healthcare Sanctions Check (Federal plus All States – FACIS Level 3)
4. Widescreen Plus National Criminal Search

If you need support from HireRight, HireRight Customer Service is available 5 days a week from Sunday 5 p.m. until Friday 7 p.m. Pacific Time by phone (toll free in the U.S.) at (866) 521-6995, or by a toll call elsewhere at +1 (949) 428-5804.