

INSTRUCTIONS FOR CORE SCREENING

COREScreening provides completely customizable background screening services for colleges and universities in all 50 states. We create a cost-effective, comprehensive screening program for your students and faculty that reduces risks and helps you maintain a safe environment. Let us help you navigate the complex maze of background and drug screening compliance.



CORECommunity

We are passionate about community and assisting you on your quest to success. We are a service centric team that are experts in our field with over a decade of experience in the industry.

You will receive an email from **Core Screening** that will provide instructions on how to apply for your background screening and drug test. You must set-up your profile and register for these two items within 7 days after receiving the e-mail or the log-in information will no longer be valid. After completing set-up of your Core Screening profile, you will receive a second e-mail that will include log-in information for **Magnus**. This is the system in which you will upload all of the required documents discussed in this packet (proof of immunizations and health insurance, CPR card, and health history form). There will also be a place within this site to electronically complete your student data form and to electronically sign all of your acknowledgement forms.

You are responsible for paying for these items, and the cost is as follows:

1st time students:

Drug test, Background check, Immunization tracker: \$104.00

Repeat students:

Drug test only: \$37.00

In addition to uploading verification of the current year's flu shot, you should also provide a paper copy of the verification on the first day of class. Remember, flu shots ARE NOT OPTIONAL. They are a requirement to work / attend clinical in ALL healthcare facilities. If you do not receive one, you MUST have a medically documented reason that is provided by your physician.

If you have questions about Core Screening and how to obtain your background check, drug test, or upload your documents, you should call the company directly.