

## PRECHECK PROCESS FOR NURSE REFRESHER PROGRAM

All students coming into the program must have a criminal background screening completed. This process must be repeated annually and anytime there is a gap in program attendance.

Students must: Go to [www.precheck.com](http://www.precheck.com) - select Student Check and order Student Check

PreCheck is the designated vendor. **(AFTER EACH ENTRY PLEASE CLICK SUBMIT)**

Sign in then click gray “student’s” box upper right hand corner.

Click on “order my background check on drug screen”.

1. Select “Montgomery College **Background check only**”.
2. Select your HS program “WD&CE”.
3. Enter your full correct name as will be used in the program
4. Enter your address, date of birth, phone, social security number, MC email, etc
5. Must enter payment source - credit card or debit card
6. Submit and print off “confirmation form” once the order is received
7. Submit the confirmation form along with any additional paperwork required; do not submit the report - we do not need this information
8. Respond promptly to PreCheck should you receive a phone call or email regarding and “adverse event” because there may be an issue that can prevent you from having a cleared report