

## BACKGROUND CHECK

The vendor (Sterling Talent Solutions) charges a base fee of \$36. Please **NOTE** there could be **ADDITIONAL JURISDICTION FEES** charged if your district(s) of previous residency charge additional fees for your information.

Although the charge may be significantly higher than previous years (for some students), you will only need 1 background check for the remainder of your undergraduate years as long as you meet the below 3 requirements:

1) SHADOW CONSECUTIVELY EACH FALL AND SPRING  
(Without skipping a semester)

2) Upload the **REQUIRED Physician Signature Log** and the **Activities Tracking Sheet** to your original REDCap Shadowing Record (verifying you shadowed that semester) **AND** return your shadowing badge to the HPAO at the end each term.

3) Have no incidents that would alter your background check status

**If you skip a semester, you will be responsible for getting a new background check in order to resume shadowing.**

In summary, shadow every semester (not including summers) and you will not need to request another background check (as long as your circumstances remain the same).

If you are **CURRENTLY** working or volunteering at VU/VUMC and had a background check already done through another VU/VUMC department (other than the HPAO), please include in your REDCap Shadowing Record a copy of that completed background check **OR** a confirmation email from VUMC/HR that the background check is complete **OR** a copy of your Research Appointment Letter (if doing research).

**INITIATE A NEW BACKGROUND CHECK FROM THIS LINK:**

<https://workforce.sterlingdirect.com/InvitationCodePage?InvitationCode=B854C7ABEC314C-903ED1EF>