

GroupOne Services

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Irving, Texas 75062
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GroupOne Texas

Student Background Check Instructions

The criminal background and drug screens should ONLY be done by students who have been accepted into a health occupations program/training (Credit or CE). The screenings check MAY NOT be done more than 30 days before the start of your clinical practice. It MUST be done at least 3 weeks prior to clinical practice to avoid delays in the start of clinical practice. STUDENTS WILL BE INFORMED AS TO WHEN THEY CAN INITIATE THE CRIMINAL BACKGROUND AND DRUG SCREENING PROCESS.

Texas student background checks processed through GroupOne Services cost \$45.00. Fees may be paid by Visa or MasterCard. If a student has no access to a credit card, they may mail or deliver a money order for \$45.00 (along with their e-mail address) to GroupOne Services. GroupOne will e-mail you a one-time use pass code to use at the completion of your data entry.

To initiate a background check, access GroupOne's student website via www.qpl.com/students. After reaching the website, you will need to make the following sequenced selections:

- 1) Select "Texas"
- 2) Select "Your School"
- 3) Select your proper health science discipline and then click on "add"
- 4) Follow corresponding prompts through the rest of the process

Note: The site stops you to correct obvious errors and omissions. At the end of the data entry process, a review page notes any remaining errors and omissions. You may go back to the section with the problem or omission and make the needed correction.

Information you will need to have (**before you start**) in order to complete the request includes:

- Valid Visa, MasterCard, or Pass Code from GroupOne
- **Full** legal name (first, middle, last)
- Maiden names and former names
- Date of birth
- Phone number
- Social security number
- Current address (complete address; not necessarily what shows on your driver's license)
- Zip codes where you have lived during the past 7 years (a U.S. Postal Service zip code lookup link on GroupOne's student website will help you with this)

Before you enter your information, you will electronically sign your name. When credit card payment is made you are prompted to print that page for your records.

Money Order Option:

Payments can be made via a \$45 money order made payable to GroupOne Services. You must enclose a note with this information:

- Full legal name (first, middle, last)
- Email address
- Phone number

Postal Address:

Group One Student Services
250 Decker Drive
Irving, Texas 75062

Most reports take 2-4 business days to complete and post results on-line once payment is processed.