



EMERGENCY MEDICAL SERVICES— EMT, AEMT, PARAMEDIC

Wallace Community College has partnered with Verified Credentials to manage your program's background check requirements.

To access QualifiedFirst go to: <http://scholar.verifiedcredentials.com/wallace>

If you are accessing this information on-line, click on the link above. If typing it in, make sure you put the link in the address bar at the top of your computer screen—do not put this link in a search engine text box (eg, Google, Bing).

If you have any questions or problems during the information entry process, contact the Client Services Team at Verified Credentials. Call 800-938-6090 or email ClientServices@verifiedcredentials.com.

How It Works:

- **Enter code for the program you will be attending** in the “Get Started!” box on the top right side of the page. Use the first-time code if you are new to the program. The update code is used when one who previously completed a full background screen breaks enrollment for a term and then re-enrolls.

| EMT Program | |
|-------------|-------|
| KMGVP | 64877 |

| EMT Program– Update | |
|------------------------|-------|
| HHHDC | 44222 |

| AEMT Program | |
|--------------|-------|
| KKJRW | 64782 |

| AEMT Program– Update | |
|-------------------------|-------|
| HHTVY | 47896 |

| Paramedic Program | |
|----------------------|-------|
| KKKKD | 66634 |

| Paramedic Program– Update | |
|------------------------------|-------|
| JJWPR | 49772 |

- **Create an account.** Once you have an account, you will sign back in using the same user name and password—remember these!
- **Enter all required information.**
 - Use your **FULL LEGAL NAME** when making your entry. Don't risk being confused with another person and their past!
 - Supply information as accurately and thoroughly as you can.
 - When disclosing events in your past that may raise red flags, do not omit things you consider minor or not necessary just because you paid your fine and/or court charges.
 - All arrests and convictions should be reported, even if ultimately dismissed or resolved by a guilty plea, nolo contendere plea, deferred prosecution, pre-trial diversion, etc. The arrest history will show.
 - Driving violations such as speeding, running a red light, etc. ARE NOT reported—you do not have to disclose these.
 - Driving without a license, driving without insurance on a vehicle, driving while license suspended or revoked, driving under the influence, etc. ARE NOT MINOR AND WILL SHOW ON YOUR REPORT!
 - The professional license section is applicable only to those who have completed training, earned credentials, and hold CURRENT licensure/certification in a particular professional field, such as a Licensed Practical Nurse, an EMT, an Advanced EMT, a Certified Nurse Aide, a Real Estate Broker, etc. If your license/certification has expired, do not enter and maintain that it is current. Do not enter your driver's license or CPR certification in this area.
- **Complete payment.** Accepted methods include MasterCard, VISA, or Discover debit or credit cards, pre-paid credit cards, or PayPal. Background screening costs are \$45 for the initial screen and \$15 for each additional update.
- **Track your progress.** Using your user name and password enter back into your account to track completion.
- Once complete, your background check will automatically be available for review by the College's designated official. Your results are confidential—DO NOT print a copy for submission to the program office. If questions or other needs arise, you will be contacted individually through the Instructional Affairs Office. Contact Kathy Buntin, Associate Dean, Health Sciences, at kbuntin@wallace.edu with questions concerning your report.