



## Student Housing FAQs

**Q. A large number of students at our school are under the age of 18. Would we have access to criminal records if offenses were committed while they were a minor?**

A. All juvenile records are sealed. Therefore, no records would be shown if a student committed a crime/s while they were under the age of 18. However, schools would have access to records if the student was tried as an adult for their offense.

**Q. Do background checks comply with FERPA and student rights?**

A. CertifiedBackground.com has several procedures in place to comply with FERPA and ensure that a student's rights are protected:

- All students have access to their background check results on a secure online connection at CertifiedBackground.com. Schools can easily limit who may view background check results with the use of unique usernames and passwords.
- Any student who believes that a background check is incorrect or inaccurate may contact CertifiedBackground to dispute the information reported.
- CertifiedBackground.com will re-investigate at no additional cost to the student or school. The updated background check report will then be resubmitted to the student and school.
- CertifiedBackground.com does not disseminate any student information to third parties.

**Q. How can student background checks benefit my school?**

A. Implementing a student background check program through CertifiedBackground.com can benefit your school in several ways:

- Serious offenders who would normally be living on campus with other students can be identified at the application process before any incidents occur.
- Your school can limit its liability should an incident occur on campus.
- A student background check program protects both students and the school's reputation. The implementation of a background screening program for on-campus students not only instills peace of mind for parents, faculty, staff and students but demonstrates that the school is taking a proactive step toward keeping the campus community safe.

**Q. What if our school cannot afford to pay for student background checks?**

A. CertifiedBackground.com is a student funded service where students order and pay for their own background checks online. There are no monthly fees- no hidden costs- CertifiedBackground.com is completely free for your organization. However, should your school or other organization decide to pay for student background checks, our student funded payment plan can easily be adjusted to suit the needs of that organization.





**Q. We already ask students if they have been convicted of a crime on their housing application. Isn't that sufficient?**

A. Asking students whether or not they have been convicted of a crime is a good start but not sufficient. Students with criminal pasts often falsify information on their application to hide any negative information. If nothing else, schools should conduct background checks on all students who admit to a crime on their housing application to ensure that they have all the relevant information needed when making a decision.

**Q. How does CertifiedBackground.com work?**

A. One of our knowledgeable sales representatives will help in creating a package that best suits the needs of your institution. The representative will provide you with personalized instruction forms that you may pass along to your students. These instruction forms will outline the order process. To order, students log-on to CertifiedBackground.com and are prompted to complete the background check package that you have chosen for them. When the background check is complete both the school and student can view the results securely online.

**Q. What is the average cost of a background check?**

A. The average cost of a background check ranges from \$15-35, depending upon the depth of the searches required.

**Q. Our campus police conduct background checks for our students. How is CertifiedBackground.com a better choice for background checks?**

A. Certified Background has over ten years of experience collecting and analyzing the data needed to perform an accurate and thorough background check. While your campus police may be able to get limited regional or state information, CertifiedBackground.com has capabilities both nationwide and internationally.

**Q. Can CertifiedBackground.com assist my school in creating a written policy regarding background checks?**

A. Yes, CertifiedBackground.com can assist your school in creating a written policy. We can help finalize important information such as what steps are taken when a criminal record is found on a student's background check as well as how students may dispute any findings that they feel are incorrect or inaccurate.

**Q. Should my school conduct background checks on Resident Advisors?**

A. Yes. It is important that schools also conduct background checks on Resident Advisors. Resident Advisors interact with students, have access to their rooms and hold a position of responsibility. Schools should take every precaution available to them to ensure that students remain safe in their housing facilities.

