

Dear Education Applicant:

Thank you for your interest in applying to the Indian Hills Community College Education program. Our program prepares the student to become a classroom teacher in a public or private school district anywhere from Preschool to 12<sup>th</sup> grade. By entering the Education program, the student is on a path to gain teacher licensure in the state of Iowa or any other state. According to the Iowa Board of Educational Examiners (BOEE), a state background check and a national fingerprint background check and a check of the sex offender and child and dependent adult abuse registries is to be conducted on all applicants preparing to obtain an Iowa teaching licensure. Therefore, this program is closed to all applicants with a felony record, conviction of a serious misdemeanor crime or any crime of immorality.

Background checks are required pending entrance to the Education program since it would be unfair to the student for Indian Hills Community College to allow a student to complete the entire education curriculum only to be refused acceptance into a 4-year institution, licensure and or employment.

Applying students need to go to the following link, <https://www.viewpointscreening.com/indianhills>, to start their background check. There is a \$45.00 processing fee that must be paid when initializing the background check process that will be paid at the webpage above. The background check is required to be in compliance with Iowa law which states that this institution can only receive a criminal background check for violations and convictions in the State of Iowa. In completing this process, you, the applicant states that you have not been charged with or convicted of the above listed offenses anywhere in the United States. Again, it would be unfair for an applicant to successfully complete the education program only to be turned away from a 4-year institution or unemployable in the field.

A reply is usually received within a day or two. At that point you will be allowed into the program. It is very important to complete the process as soon as possible to be accepted into the Education program prior to the start of the term. Your documentation will not be processed without having completed the background check.

We appreciate your interest in the Indian Hills Community College Education program and sincerely look forward to working with you. If you have any questions feel free to contact me at (641) 683-5111, ext. 1815 or by email at [Ruston.Ford@indianhills.edu](mailto:Ruston.Ford@indianhills.edu)

Respectfully,

Ruston Ford

# VIEWPOINT SCREENING



## EDUCATION PROGRAM STUDENTS



## How to Order Your Background Check

### 1 Go to School Page

GO TO the School's Landing Page on Viewpoint Screening's Website:  
<https://www.viewpointscreening.com/indianhills>

### 2 Click on 'Start Your Order'

### 3 Choose Your Department .

Then click on the  
"Background Check"  
package link UNDER YOUR  
PROGRAM.

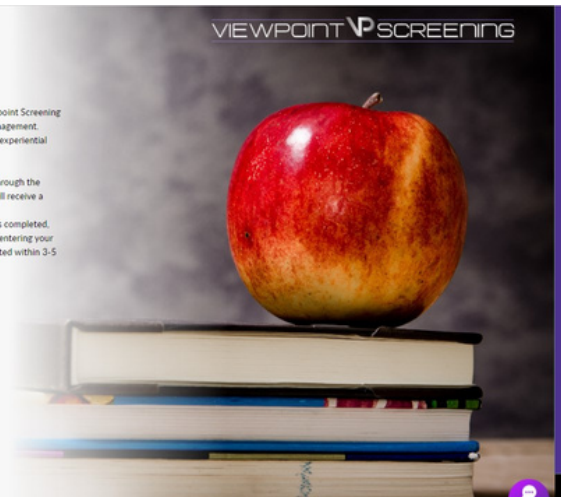
#### Start Your Order

- Continuing Education - CNA
- Continuing Education - Certified Clinical Medical Assistant
- \* Continuing Education - EMS
- Continuing Education - Pharmacy Tech
- Continuing Education - Phlebotomy
- Criminal Justice
- Education Programs
- Background Check

### 4 Package Summary

Once you click on  
the link, you will be  
taken to a package  
summary screen.

Once you review your  
package and the  
terms of use policy,  
click the button to  
acknowledge and hit  
NEXT.



#### Required Package

The Education Programs at Indian Hills Community College requires the following service(s) to be performed by Viewpoint Screening:

Background Check:	Services:
	<ul style="list-style-type: none"> <li>Iowa Statewide Criminal Records</li> <li>County Criminal Records (7 year history, all jurisdictions outside of IA)</li> <li>Nationwide Crime Database</li> <li>Iowa Child and Dependent Adult Abuse Registry</li> <li>Sexual Offender Registry</li> <li>Healthcare Fraud &amp; Abuse Registries</li> <li>SSN / Address Validation</li> </ul>

Price: \$45.00

#### Terms of Use and Refund Policy

Please review the Terms and Conditions of Use carefully below.  
Last Updated: 1/9/2024

These Terms and Conditions of Use (Terms of Use) contain important information regarding both your and Viewpoint Screening's legal rights, obligations, and remedies and cover your use and access to the products, services, software, platforms and Website. The Terms of Use also contain authorizations and consent to the collection, use, storage and disclosure by Viewpoint Screening of your information including without limitation personally identifiable information (PII), background check reports and results, drug test results, immunization records, and professional licenses or certifications.

☐ I have read, understand and agree to the [Viewpoint Screening Terms of Use and Refund Policy](#).

Next

5

Complete the APPLICANT INFORMATION and address sections as prompted.



It is recommended to use your school email address.

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Complete payment section.

Payment Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Credit Card Number:	<input type="text"/>
Exp. Date:	<input type="text"/> (MM/20YY)
CVV*2	<input type="text"/>
Credit Card Type:	<input type="text"/> Select Card Type
Contact Name (if business):	<input type="text"/>
Email:	<input type="text"/>
Phone Number:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Postal Code:	<input type="text"/>

\* IMPORTANT: Please note that if you enter an address other than the one on file with the credit card's issuing bank, or an incorrect CVV code, Viewpoint Screening will deny your transaction for security purposes. Additionally, denied transactions may cause the funds to be held by your bank for up to 5 business days before being released back to the card.  
 \* "Viewpoint LLC" will appear on your credit card statement.  
 \* A Parent or Guardian's credit card will be accepted.

\* WARNING: Your credit card will be charged when you click "Next." This fee is non-refundable.  
 \* Do not click more than once or you may be charged multiple times.

#### Applicant Information

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Alias/Maiden Name 1:	<input type="text"/>
Alias/Maiden Name 2:	<input type="text"/>
Alias/Maiden Name 3:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yyyy)
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Phone Number:	<input type="text"/> (111-111-1111)
E-Mail Address:	<input type="text"/>
Type E-mail address. <input type="text"/>	
Re-type E-mail address. <input type="text"/>	

**IMPORTANT**  
 Your email address will be your user name to log in. If you have placed a previous order, it is recommended to use the same email address to prevent separate logins. Separate logins will contain separate results / medical documents, and cannot be combined.

Please make sure you are entering your correct email address. You will be unable to log in or receive communications from Viewpoint Screening if your email address is not valid.

#### Current Residential Address:

Address:	<input type="text"/>
City:	<input type="text"/>
State or U.S. Territory:	<input type="text"/>
Country:	<input type="text"/> United States
Zip Code:	<input type="text"/> ZIP Code Look Up Tool

Please Note: If you have an international address that does not require a Zip Code, please fill in "00000".

## Log In to Your Account

Once your order is complete, you should be taken to a screen to CHANGE PASSWORD and LOG IN. Your username is the email you used to place your account, and the password will be whatever you enter here. When you click "Reset Password," it will automatically log you in to the Viewpoint System.

Thank you, your order has been submitted. Please be aware that this order does not contain a background check or a drug test.

You can now access your Health Portal to upload required documents.

You will be automatically logged into your account once you create/change your password.

Please RESET THE PASSWORD to your account associated with greys@anatomy.com

Passwords must contain one or more numbers, one or more special characters, and must be at least 12 characters long.

Enter your NEW password ☐ Toggle Password

Confirm your NEW password

☐ I have provided a strong password that will be remembered

Once you are logged in to your Viewpoint Screening Account, you'll be taken to your Dashboard. When your background check is completed, you can view it here.

Viewpoint Screening  
 A BETTER POINT OF VIEW