Dear Parks Law Enforcement Academy Applicant:

The Criminal Justice Department and Professional Academies of Skagit Valley College require you to complete a process for seeking entry into professional law enforcement academies, because a public safety career requires a more rigorous screening for criminal background checks and drugs than do most other industries. The process was implemented in light of strict criminal justice industry standards, laws that prohibit specific background issues (i.e., domestic violence, etc.), the needs of hiring agencies, inherent risk management and liability of the profession, and your need to be correctly informed and prepared regarding your fitness and suitability for your future career as a public safety officer. This practice is common among colleges and universities that sponsor career public safety academies, and reinforces the practices that are in place by hiring agencies.

As part of the application process, each prospective academy applicant will need to complete the background check and drug screening process. If an applicant has not completed the process—meaning that the notification from the vendor has not been received by the College by the time of arrival of the other application materials—the application will not be processed until it is received, which jeopardizes the applicant in terms of placement into the Academy due to the limitation of seats available. The fee associated with this process is $111.00, and is the responsibility of the applicant. This is a one-time fee and is collected by the online vendor. Applicants will be able to obtain copies of their results for reference. Past checks and screenings conducted by other agencies and/or the military are not acceptable as replacements to this process.

You can begin this process immediately by logging onto Verified Credentials (see link and instructions on next page). Complete **both the background check and drug screening**. Once your application has been processed, you will receive an email on how to complete your drug screening process, which requires visiting a medical LabCorp testing site.

If you feel you are unable to pass a criminal background check or a drug screen, or are uncertain, please feel free to contact me at 360.416.7829 or at bill.overby@skagit.edu to schedule an appointment to discuss your individual situation. We here at Skagit Valley College realize this is sensitive and highly confidential information. Each issue will be addressed on a case-by-case basis using the criteria set forth by the National Park Service, Washington State Parks and Recreation Commission, Washington State Criminal Justice Training Commission, and the Revised Code of Washington. A list of common disqualifying crimes or circumstances as listed in Washington State law, and Background Check Overview, is provided as a separate form in the Application Forms group on the webpage/packet.

Sincerely,

William M. Overby, MCJ, Chair and Commander
Department of Criminal Justice and Professional Academies
Skagit Valley College
Skagit Valley College has partnered with Verified Credentials to manage your program requirements including the following:

- Background Check
- Drug Screen

To access QualifiedFirst go to: scholar.verifiedcredentials.com/skagit

How It Works:

1. **Enter code for the program you will be attending** located above the “Get Started!” button on the right side of the page

<table>
<thead>
<tr>
<th>Background Check &amp; Drug Screen – Criminal Justice Department</th>
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2. Create an account
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Information will automatically be shared with your school

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.