Background Check

In order to comply with mandates of our Pharmacy Practice Experience affiliates, all Gatton College of Pharmacy students are required to undergo a background check. Please see pages 52-54 of the Student Handbook to read the Background Check Policy.

Certiphi Screening, Inc has been contracted by the College of Pharmacy to perform this service. You are responsible for all costs associated with the background check.

Follow these instructions to initiate the background check for Gatton College of Pharmacy.

1. Have your PharmCAS ID ready.
2. You will receive an email from Certiphi once you have been entered into the system.
3. Enter the Application Station by clicking on the link in the email or by using the URL address https://www.applicationstation.com (this allows you to enter the Certiphi system).
4. Enter the Code: ETSUCOPSTUDENT in the Application Station Code field.
5. Click the "SIGN UP NOW" button to create an account. Once you have account, click the "SIGN BACK IN" button to login using your Username and Password.
6. Follow the instructions on the Application Station web site to order the background check.

Follow these instructions if you were accepted by another pharmacy school that utilized the PharmCAS background check program and have already completed that background check process.

1. Enter the Application Station using the Code that was provided to you by PharmCAS when you ordered the background check.
2. Access the Report Delivery Manager function
3. Complete request to deliver report to ETSU Gatton College of Pharmacy.
   a. Michele Graybeal (graybeam@etsu.edu) as the person to receive the report
   b. Enter ETSU as the organization

Note: If you requested a background check through PharmCAS for your personal use only, you must order a new background check as instructed above.

If you have questions, please contact the Office of Student Affairs at (423) 439-6338.

If you have technical issues with the Application Station site, please contact Application Station Support at: 888-291-1369 x2006