

## Criminal Background Check Requirements

In order to comply with the Texas Department of State Health Services and Texas Commission on Fire Protection, all first time and returning students with a break in enrollment of over 30 days are required to pass a background check as part of their practicum/clinical screening and/or application process if they have an existing criminal history. The Emergency Medical Services Professional and Fire Academy programs at Odessa College have the authority to conduct criminal background checks in partnership with our affiliates and/or state agencies. OC is requiring that students utilize our outside agency that performs the criminal background checks.

**The agency we have selected and the only one approved by the department is the following:**

GroupOne Services

[https://gp1.acciodata.com/cgi-bin/pub/unsolicited\\_portal?guid=gLgLjZfeEEscikagfGLwdNzo63zmwKsL](https://gp1.acciodata.com/cgi-bin/pub/unsolicited_portal?guid=gLgLjZfeEEscikagfGLwdNzo63zmwKsL)

1. Click on the GroupOne link provided above and read the “Instructions” page.
2. Click on the “Enter Subject Information” page and enter the requested information in all pink shaded field.
3. Click on the “Enter Request Details” page and enter information if requested
4. Click on the “Authorize” page and check mark the authorization box
5. You’re here-Review the Instructions and click on “Continue to Next Step”
6. Click on the release forms that you must sign and click on “Continue to Next Step”
7. Enter your Payment information and fee of \$45.00 for the background check and click on “Submit Payment”
8. All completed...The Fire/EMS Director will receive your results in 3-5 days

**Important:** If your background check is not cleared during the application period, the student will not be allowed to enroll and/or continue in the Fire/EMS Program courses.

Thank you for your cooperation,

Bobby Valles  
Director Fire/EMS