

MTEC's Background Checks Policy

Dear Student,

When requesting a background check of attendance, completion and certification from MTEC, the following must be provided:

- 1. Written request by the applicant or signed permission to release information from applicant to the organization requesting the background check information.**
- 2. Year of attendance.**
- 3. Year of graduation, if applicable.**
- 4. Program of study/enrollment; specify high school, adult daytime or adult evening classes.**

****MTEC reserves the right to deny this service if we believe it is an effort to fraudulently acquire a person's personal and sensitive information.**