



## Instructions for Completing the Drug Screening Requirement for the West Virginia Invests Grant Program

**IMPORTANT NOTICE TO APPLICANTS: DO NOT SCHEDULE A DRUG SCREENING UNTIL YOU HAVE RECEIVED YOUR WEST VIRGINIA INVESTS GRANT AWARD LETTER BY EMAIL OR TEXT.**

You must pay for and take a drug screening within 60 days before the start date of the first term you are eligible and enroll at least part time to qualify for a West Virginia Invests Grant award. Drug screens taken outside of the 60-day window will not be accepted. If your program or start date has changed, please contact the financial aid office at your college to update your WV Invests Grant application. *Changes to the program start date may change the 60-day window to complete this requirement. Your college determines the start date of your term.*

The cost of a drug screen through June 14, 2022, is \$37.49 per test. The cost of a drug screen through June 14, 2021, is \$35.70 per test. The cost is expected to change annually effective June 15. The student is responsible for the cost of the drug screen.

### Before registering for your screening, you will need:

- Your **WV Invest Grant ID**, which is found on your WV Invests Grant Award Letter
- **Code Number** - 1039
- Your **Driver's License Number** (or valid Government issued ID Number)
- If this is not the first time taking this drug screen, the **5-digit ID** given to you by Participate in Program when you initially created your account.

### Follow These Instructions to Complete the Drug Screening:

1. Go to [www.participateinprogram.com](http://www.participateinprogram.com) (or [www.participateinprogram.com/mobile/](http://www.participateinprogram.com/mobile/) on a mobile device)
2. **Create or Log In To Account**
  - a. TO CREATE AN ACCOUNT (first time take a drug screen for this program)

*If you have already created an account, follow instructions in step 2b.*

    - i. Click **New Participant Sign Up**.
    - ii. Click **New Application-Sign Up**.
    - iii. Complete all fields on form.
      1. In the **Code Number field**, enter **1039**.
      2. In the **West Virginia Invests Grant ID # field**, enter the **WV Invests Grant ID** from your electronic Award Letter.
    - iv. You will be assigned a 5-digit **Participate in Program ID Number**. This will be your Username to sign into your account later. Keep this number in your records to use for future drug screens.
    - v. Your password will be your **Driver's License Number** (or Government Issued ID Number).
  - b. FOR RETURNING APPLICANTS (after you have created a Participate in Program account)
    - i. Click **Current Participant Login**
    - ii. For **Enter your ID given by your contractor**, type in the 5-digit **Participate in Program ID Number** emailed to you when you first created the account.
    - iii. Your **password** will be your **Driver's License Number** (or Government Issued ID Number).
    - iv. Click Log In.

- v. Once logged in, **confirm the WV Invest Grant ID in your contact information is still correct** by clicking My Contact Info. If it does not match what is in your most recent Award Letter, you must correct it. You will be assigned a new WV Invests Grant ID each application year and this will need updated prior to paying for a drug screen each academic year. An incorrect WV Invests Grant ID will prevent the WV Invests Grant Program from linking your results to your application.

### **3. Pay for Your Drug Screen**

- a. Click **Pay For A New Drug Screen**.
- b. You must submit payment only and by credit or debit card before taking the drug screening. Cash payment is not accepted. Payments will not be accepted at the collection facility.
- c. After paying, access the **Drug Test Authorization Form For Collector** to give to your chosen collection site the day of your screening.

### **4. Find an Approved Collection Site**

- a. Approved Collection Sites, or drug screen locations, can change. Check for an approved location **BEFORE** every drug screen.
- b. Click **Find Drug Testing Collection Sites** and enter your 5-digit zip code.
- c. You may register for an appointment by clicking Make Appointment or walk in during the specified business hours at your chosen site. Not all locations offer online appointment scheduling.

### **What do you take to the appointment?**

- **Drug Test Authorization Form For Collector**, which is available in your Participate in Program account after you have submitted your payment. You will be asked for your Registration Number. You may show this on your mobile device or show a printed copy.
- Your **Driver's License** or Government-Issued Photo Identification card.

### **What happens after the drug screening?**

After you have completed your drug screening, the results will be sent to the WV Invests Grant Program usually within one week. You will be able to view your results by logging in to your Participate in Program account. You may view your results sooner than the WV Invests Grant Program will receive them.

The WV Invests Grant Program staff will receive a positive or negative indication of your results and, if positive, the substance. No other information will be shared with our office.

If your results qualify you for an award, you will be sent an email from Heartland ECSI (webmaster@ecsi.net) with disclosures to receive your award and information about completing a promissory note.

**Questions?** Questions about the Drug Screening should be referred to:

Norton Medical Industries

1-800-243-7669

9:30 a.m. to 8:00 p.m. Eastern Standard Time