



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, 2023, is \$39.36 per test. The cost of a drug screen through June 15, 2023, through June 14, 2024, is \$41.33 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. *You must also update your WV Invests Grant ID once logged in.*

Follow These Instructions to Complete the Drug Screening:

1. Go to www.participateinprogram.com

2. **IS THIS YOUR FIRST TIME TAKING A DRUG SCREEN FOR THE WV INVESTS GRANT PROGRAM?**

YES – follow step a.

NO – follow step b.

- a. TO CREATE AN ACCOUNT (first time take a drug screen for this program)
 - 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 WV Invests Grant Award Letter.
 - iv. You will be assigned a **5-digit Participate in Program ID Number**. **KEEP THIS ID**. This will be your Username to log in to your account later.
 - 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 by Participate in Program 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.****
 1. If it does not match what is in your most recent WV Invests Grant Award Letter or reminder email, you must correct it.
 2. **All WV Invests Grant IDs changed with submission of the 2023-2024 WV Invests Grant Application and must be updated** prior to paying for and taking the drug screen. 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 or finding an approved collection site. Cash payment is not accepted. Payments will not be accepted at the collection facility.
 - c. It is best to pay no earlier than 7 days before taking the drug screen. If the lab indicates your registration has expired, call Norton Medical at 1-800-243-7669.
- 4. Find an Approved Collection Site**
 - a. Approved Collection Sites 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. It is recommended you call and make an appointment before the deadline to confirm hours drug screens are completed. You may register for an appointment by clicking Make Appointment (you will be taken to the collection site's web site) or walk in during the specified business hours at your chosen site. Not all locations offer online appointment scheduling.
- 5. Before you go for Drug Screen**
 - a. Access the **Drug Test Authorization Form For Collector** to give to your chosen collection site the day of your screening. This form has your Registration Number. You may show this on your mobile device or show a printed copy.
 - b. Take your **Driver's License** or Government-Issued Photo Identification card.
 - c. Be prepared to provide a urine sample. Failure to provide enough specimen for testing or leaving before the drug screen process is complete will be considered a refusal to provide the sample and require you pay for another drug screening, which must still be taken before the deadline.

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