



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 VIA EMAIL OR TEXT.

You must pass (receive a negative result) a drug screening within 60 days before the start date of your term 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.*

To complete your drug screening, you must access the **Participate in Program** website or mobile app at www.participateinprogram.com. Participate in Program is used to pay for your screening, find an approved location, schedule your appointment, obtain your Drug Test Authorization Form for the Collector, and access your screening results.

The cost of a drug screen through June 30, 2020, is \$34 per test. The cost of the drug screen July 1, 2020, through June 30, 2021, is \$35.70. The cost is expected to change annually effective July 1.

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)

Instructions for Completing the Drug Screening:

1. Go to www.participateinprogram.com.
2. Create or Update Account
 - a. To Create An Account for Initial Test
 - i. Click **New Participant Sign Up**
 - ii. Click **New Application-Sign Up**
 - iii. Complete all fields of form
 1. In the **Code Number field**, enter **1039**.
 2. In the **West Virginia Invests Grant ID # field**, enter your **WV Invests Grant ID** from your electronic Award Letter. Enter the ID exactly as it appears. Incorrectly entering this information may prevent the WV Invests Grant Program from linking your results to your application.
 - iv. You will be assigned a **Participate in Program ID Number**. This will be your Username to sign into your account in the future each time you need to pay for another drug screen.
 - v. Your password will be your Driver's License Number (or Government Issued ID Number).
 - b. For Returning Applicants Taking Subsequent Test
 - i. Click **Current Participant Login**
 1. In "Enter your ID given by your contractor," enter the Participate in Program ID Number emailed to you when you first created an account.

2. Click Log In
 3. Once logged in, **confirm your WV Invest Grant ID 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 for the new award year. An incorrect WV Invests Grant ID may prevent the WV Invests Grant Program from linking your results to your application.
- 3. 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. To find a drug screen collection site nearest to you, 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. Select Employment Drug Test to schedule an appointment.
- 4. Pay for Your Drug Screen**
- a. You must pay for your drug screen online through Participate in Program prior to your screening.
 - i. The student is responsible for the cost of the drug screen.
 - ii. If you fail the drug screen (receive a positive result) and want the specimen tested again, the additional cost is \$175.
 - b. Click **Pay For A New Drug Screen**.
 - i. A credit or debit card is required to submit payment. Cash payment is not accepted.
 - ii. You must pay for the screening in full, prior to your drug screening appointment. Payments will not be accepted at the collection facility.
 - iii. Once you pay for the screening, you must access the **Drug Test Authorization Form For Collector** to give to your chosen collection site the day of your screening.

What do you take to the appointment?

- **Drug Test Authorization Form For Collector**, which is available on the Participate in Program website or mobile app after you have submitted your payment. 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 only receive a positive or negative indication of your results. No other information will be shared with our office or your school.

After your results have been received, if you pass the screening (your results are reported as negative), you will be sent an email from Heartland ECSI with disclosures to receive your award and information about completing a promissory note. If a promissory note was already signed for the award year, you will receive an email confirming your drug screen results were received.

If you fail the screening (your results are reported as positive), you will be contacted by the Participate in Program staff. A failed test does not prevent you from being awarded in future terms during the award year. You may still qualify the next term if you pay for and pass a drug screening within 60 days of the following term.

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