About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check, drug test and medical document manager online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Order Summary

- **Required Personal Information**
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

- **Drug Test (LabCorp)**
  - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

- **Immunizations**
  - Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

- **Payment Information**
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Place Your Order

Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and enter package code: GE91
You will then be directed to set up your CertifiedProfile account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.
Immunization Requirements

Measles, Mumps & Rubella (MMR)
– There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer for all 3 components (lab report required). *If you provide a negative or equivocal titer, you will be prompted with an additional alert to submit 2 vaccinations. (Can either be proof of original series OR booster series)*

Varicella (Chicken Pox)
– There must be documentation of one of the following:
  • 1 vaccination
  • Positive antibody titer (lab report required) *If the titer is negative or equivocal, you will be prompted with an additional alert to submit 1 vaccination. (Can either be proof of original vaccination OR booster vaccination)*
  • Medically documented history of varicella zoster OR herpes zoster (shingles)

Hepatitis B
– There must be documentation of one of the following:
  • At least 2 vaccinations *If the series is in process, you will be prompted with an additional alert to submit the 3rd vaccination NO LATER THAN 5/30/2012*
  • Positive antibody titer (lab report required) *If the titer is negative or equivocal, you will be prompted with an additional alert to submit 3 vaccinations (Can either be proof of original series OR booster series)*

TB Test
– There must be documentation of one of the following:
  • 1 step TB skin test administered AFTER May 30, 2011
  • If positive results, provide a clear Chest X-Ray

Tetanus, Diphtheria & Pertussis (Td/Tdap)
– There must be documentation of one of the following:
  • Documentation of a Tdap booster within the past 10 years
  • Documentation of a Td booster within the past 2 years

CPR Certification
– Must be American Heart Association Healthcare Provider OR American Heart Association BLS Instructor Certification. Copy must be front & back of card and card must be signed. Certification must be valid through 5/30/2012.

Health Insurance
– Provide a copy of current health insurance card or proof of coverage.

Influenza
– Submit documentation of a flu shot administered during current flu season.

Physical Examination/Health Assessment
– Submit a copy of physical exam form, completed & signed by a medical professional. *It must specifically indicate that you have the ability to move and/or lift adult patients while performing nursing care.*

RN License
– Provide a copy of current RN license or verification of licensure through the state website.

I NEED HELP!!!

If you need assistance please contact Certified Profile Service Desk at 888-914-7279 or cpservicedesk@certifiedprofile.com and a Service Desk Representative will be available Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST.