Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

✔ View your order results
✔ Manage the requirements specific to your program
✔ Complete tasks as directed to meet deadlines
✔ Upload and store important documents and records
✔ Place additional orders as needed

To place your order, go to www.certifiedprofile.com

In the “Place Order” field, enter the following package code specific to your school and program:

CJ77 – Background Check, Drug Test, Medical Document Manager & Future Focus

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

You can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate CertifiedBackground portal.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
Medical Document Manager Requirements

**Measles, Mumps & Rubella (MMR)**
- One of the following is required:
  - ✔ 2 vaccinations OR
  - ✔ Positive antibody titer for all 3 components (lab report required)

**Varicella (Chicken Pox)**
- One of the following is required:
  - ✔ 2 vaccinations OR
  - ✔ Positive antibody titer (lab report required) OR
  - ✔ Medically documented history of disease

**Hepatitis B**
- One of the following is required:
  - ✔ 3 vaccinations OR
  - ✔ Positive antibody titer (lab report OR physician verification of titer results required) OR
  - ✔ Declination waiver

**TB Skin Test**
- One of the following is required:
  - ✔ 2 step TB Skin test (1-3 weeks apart) OR
  - ✔ QuantIFERON gold blood test OR
  - ✔ If positive results, provide a clear Chest X-ray (lab report required) AND TB Questionnaire

**Tetanus, Diphtheria & Pertussis (Tdap)**
- Submit documentation of a Tdap booster within the past 10 years. Declination waivers will also be accepted. You must fill out the "Pertussis Vaccine" section on the school Vaccine Declination Form.

**CPR Certification**
- Submit a copy of CPR Certification. MUST be the American Heart Association OR American Red Cross Health care Provider course. Copy must be front & back of card & card must be signed.

**Health Insurance**
- Provide a copy of your current health insurance card or proof of coverage.

**Influenza**
- One of the following is required:
  - ✔ Documentation of a flu shot administered during the current flu season (must be administered after September 1st) OR
    - Documentation does not need to indicate that the vaccination you received is from a batch for the current flu season.
  - ✔ If submitting a declination waiver (available for download from this requirement) you will initially be rejected and required to meet with your school administrator for approval:
    - ✔ Mylah Nurse
      Clinical Placements Assistant
      CSUS, School of Nursing
      916.278.5076
      Folsom Hall 1006
    - ✔ Once you are approved by your school administrator, you will receive a new declination form signed by your school administrator. Submit the new signed declination to this requirement for approval.

If you received a flu shot before September 1st of the current flu season it will not be accepted and you will have to get another flu vaccine.

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HIPAA Healthstream Training
- This requirement should be completed annually based upon the earliest date shown on the HealthStream Module Training Transcript. To access the training please follow the link provided and follow the instructions that are given to you on the School of Nursing sourcepage www.healthstream.com/hlc/canursing. After completing this requirement upload your official HIPAA Healthstream training transcript or certificates showing all 4 modules with a current date as to when completed.

Car Insurance
- If you do not drive you are exempt from this requirement. Do you have proof of car insurance. If yes, provide a current copy of your car insurance card or proof of coverage. If you are covered on a parent's Insurance policy Insurance company must provide proof that you are covered.