About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check 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.
- **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:

**MJ17** – Background Check & BID Form

**MJ17im** – Medical Document Manager Only

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

BID Form
-Must download, complete and upload your BID form to this requirement.

Measles (Rubeola)
-There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer for Measles (lab report or physician verification in lieu of lab report required)
- If the titer is negative or equivocal, you MUST submit your negative titer WITH 1 booster to this requirement or the requirement will be rejected.

Mumps
-There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer for Mumps (lab report or physician verification in lieu of lab report required)
- If the titer is negative or equivocal, you MUST submit your negative titer WITH 1 booster to this requirement or the requirement will be rejected.

Rubella
-There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer for Rubella (lab report or physician verification in lieu of lab report required)
- If the titer is negative or equivocal, you MUST submit your negative titer WITH 1 booster to this requirement or the requirement will be rejected.

Varicella (Chicken Pox)
-There must be documentation of a positive antibody titer for Varicella (lab report required). If the titer is negative or equivocal, you MUST submit your negative titer WITH 1 booster to this requirement or the requirement will be rejected.

TB Skin Test (2 Step)
-There must be documentation of one of the following:
  • 2 step TB Skin test (1-3 weeks apart). Must have the date placed, date read, and results documented
  • 2 consecutive annual tests (no more than 12 months between tests and the most current test within the past 12 months)
  • Negative QuantiFERON Gold Blood Test
  • If the results are positive, a clear Chest X-Ray (with lab report) is required

Tetanus, Diphtheria & Pertussis (Tdap)
-There must be documentation of a Tdap booster within the past 10 years.

Influenza
-Submit documentation of a flu shot administered during the current flu season or a signed declination waiver.

Health Screening
- Provide your Health Screen completed and signed by a medical professional. Health screen must be completed on the school provided Health form available for download. If positive results OR undergoing treatment OR have special accommodation, your exam will be rejected.

Health Insurance
- Health insurance is required. Please indicate whether or not you have health insurance.

I NEED HELP!!!
If you need assistance please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 10am-6:30pm EST.