Ordering Process for Students
Entering Your Package Code

- Go to certifiedbackground.com
- Place your Package code in the “Place order” field.
- Click 'GO'
Package Review

Certified Profile Info
Please note this page will differ depending on what is included in your package. This screen shot is for demonstration purposes only.

Thanks!

Residency History
Medical Document Manager Annual CRR

Package Cost: $69.00

Additional Information:
The package above includes a search of your current county of residence. If any additional counties are found associated with your name, they will be performed.

This package includes document storage. At the end of the order process, you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

CertifiedProfile:
Click the button below to continue your order and create a CertifiedProfile account. You will access your account to manage your order and view your results. If you already have a CertifiedProfile account, you will have the option to log in.

I have read, understand and agree to the CertifiedProfile Terms and Conditions of Use.

Continue Order at CertifiedProfile
Personal Information/Identifiers

Place Order:

PERSONAL INFORMATION

First Name: *  
Middle Name:  
Last Name: *  
Suffix:  
Phone: *  
All Phone:  
Email Address: *  
Confirm Email: *  
Country: *  
Address 1: *  
Address 2:  
City:  
State: *  
Zip Code: *  

Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.

PERSONAL IDENTIFIERS

Social Security Number: *  
Date of Birth: *  
Sex:  

- Female
- Male
CertifedProfile is committed to securely storing your information. As shown below, your CertifedProfile username is your email address. Please also create a password and choose a security image. These credentials will be required to access your account in the future.

**Email Address:**
Your email address, which will also be your username.

**Account Password:**
Password used to log in to your account.

**Security Image:**
Image you will see when you log in to confirm you are on CertifedProfile.

Select Security Image:
Students with previous accounts

Our records show that you already have a CertifiedProfile account. Enter your login information to access your account.

EMAIL LOGIN:
johnsmith@pleasecancel.com

HERE IS YOUR SECURITY IMAGE:

PASSWORD: [HIDDEN]  Forgot your password?

Don't see your image?
Place Order:

STATEWIDE

Name *
Tanya Wright

NATIONWIDE HEALTHCARE FRAUD AND ABUSE SCAN

Name *
Tanya Wright

Professional License Number

NATIONWIDE DATABASE AND SEX OFFENDER

Name *
Tanya Wright

RESIDENCY HISTORY
Optional Badge (not needed!!)

Place Order:

CertifiedBackground.com Student Badge

The CertifiedBackground.com Student Badge* gives YOU the POWER to share your background check results at any time with any one, saving you the costs and hassle of repeating background check requirements.

Why order the CertifiedBackground.com Student Badge?

Save Money
Don't pay twice for a background check! Most volunteer organizations, clinical sites and employers require background checks. Proving you've already completed one could save you hundreds of dollars.

Prepare for YOUR Future
Get in front of the line for a job. In today's struggling job market, proving that you have already completed a background check gives you the advantage over your competition.

Stay in Compliance
From hospitals to schools to volunteer activities to clinical sites, prove your background check compliance at a glance, without a hassle.

- Yes! Please add a Student Badge to my order for $7.95
- No thanks, continue with my order

* Indicates required information

* Badge applies to the current order. Please see the Order Summary page (next) for details.
Place Order:

ORDER REVIEW

Certified Profile Info
Please note this page will differ depending on what is included in your package. This screen shot is for demonstration purposes only.

Thanks!

ORDER INCLUDES

DE35
Statewide Criminal PA
Name: Tanya Wright  State: PA

Nationwide Healthcare Fraud And Abuse Scan
Name: Tanya Wright  License Number: 84649646165

Nationwide Database And Sex Offender
Name: Tanya Wright

Residency History
Name: Tanya Wright

Fingerprint
My maiden name is Johnson
Payment Methods

PAYMENT INFORMATION

Payment Type: *  
Visa

Name as it appears on card:  *  
Heath Smith

Card Number:  *  
1234  5678  9101  1121

Expiration Date:  *  
12  /  2012

Monthly installment payments: *

○ Yes, pay for my order with monthly installment payments.
  Monthly installment payments will be evenly divided into three (3) payments. Charges will occur on the same date each month, for two months after the initial payment made today. If additional items must be added to your package, you will be charged additional installment payments. The number of additional installment payments will vary depending on the total cost of additional items ordered. A transaction fee of $2.99 will be charged per installment payment including the initial payment.
  * If your initial payment was made on the last day of the month and future payments are due in a month with fewer days, you will be billed on the last day of that month. If a final installment payment amount costs equal to or less than the transaction fee, the amount owed will be added to the preceding payment.

○ No, thank you, please pay for my order in full at this time.

Rush order: *

○ Yes, please rush my order for an additional $6.95.
  Your order will receive priority processing. This may reduce order processing time by 1 to 2 days on average. Certain searches are not eligible for Rush including drug tests, immunization record review and verifications of employment/education/professional license.

○ No, thank you, do not rush my order.
Thank you.

Your payment of $69.00 was accepted and your order has been submitted.

Print Confirmation Page

Next Steps:

1. Click "Next" below to access your CertifiedProfile account to determine if you have additional items to complete.
2. You will receive an email with your order confirmation attached.
3. Your order confirmation can also be accessed through your CertifiedProfile Document Center.
4. You will receive a message notification when your completed results are available to view within CertifiedProfile. For daily updates, please log in to CertifiedProfile and click on the "View Results" link within your To-Do List. If your order has not been completed within 7 days, please email studentservices@certifiedprofile.com.
5. Explore CertifiedProfile for the other value-add features and benefits provided to you by CertifiedBackground.com.
Order Confirmation Sheet

- Here you will find an order confirmation sheet.
- This is found when you click “Print Confirmation” on the previous screen.
- A copy is stored in Certified Profile for you and one is also found for the school on their roster.
- Information contained on this document confirms what package you ordered and what was in the package.

Order Confirmation

Date of Order: May 19, 2013

School Name: Community College of Allegheny County

Personal Information:
Name: Tanya Wright
DOB: 07/31/1966
Order Number: 9013-0010-1056-0100

Package - DE35:
- Statewide Criminal - PA
- Tanya Wright
- Nationwide Healthcare Fraud And Abuse Scan
- Nationwide Database And Sex Offender
- Tanya Wright
- Residency History
- Tanya Wright
- Fingerprint
- Abuse
- Medical Document Manager CRR

Total Price: $0.00

Additional Information:
The package price above includes a statewide search within the State of PA. If additional addresses are found associated with your name outside the State of PA, they will be performed at no additional charge.

This package includes document storage. At the end of the order process, you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

The fee paid to Certified Profile does not include the fee for Cogent Fingerprinting ($27.00) or Child Abuse Clearance ($19). You will receive further instructions once you place your order.

Please contact our CertifiedProfile Service Desk Department with any questions regarding your order at: (888) 914-7279 or cpservicedesk@certifiedprofile.com.
Certified Profile Account

To-Do Lists

1. Active To-Do Lists

Clinical Requirements
CertifiedProfile Specialists are available to assist you with all aspects of your To Do Lists, including understanding your clinical requirements, guiding you through the upload process and providing clarification on rejected requirements. Our hours are Monday-Friday 8am-8pm EDT and on Sundays 10am-6:30pm EDT. Reach us by chat from within your CertifiedProfile, email cservicedesk@certifiedprofile.com or by phone (888) 914-7279.

Background Check
You have successfully submitted your order.

Your order confirmation page is now available within the Document Center/My Documents/Background Check folder.

Completed results will be displayed within this To-Do List summary section.

Thanks!
Clinical Requirements

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Thanks!
Clinical Requirement Guidelines

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Type</th>
<th>Date Due</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hepatitis B</td>
<td>Attach File</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>2. Influenza - Renewal</td>
<td>Yes/no, file upload if “yes”</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>3. Measles, Mumps &amp; Rubella (MMR)</td>
<td>Attach File</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>4. Varicella (Chicken Pox)</td>
<td>Attach File</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>5. TB Skin Test - Renewal</td>
<td>Attach File</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>6. Completed Primary DPT Series</td>
<td>Attach File</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>7. Tetanus - Renewal</td>
<td>Attach File</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>8. Policies and Guidelines Form</td>
<td>File Download with Confirm Receipt</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>9. Student Contact Information Form</td>
<td>Download, Print, Sign, Scan, and Upload</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>10. Essential Functions Form</td>
<td>Download, Print, Sign, Scan, and Upload</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>11. Student Change of Program Form</td>
<td>Download, Print, Sign, Scan, and Upload</td>
<td></td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>12. Acceptance Agreement</td>
<td>Attach File</td>
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<td>05/19/2013 11:12:41 AM EDT</td>
<td>INCOMPLETE</td>
</tr>
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One of the following is required: 3 vaccinations OR a positive antibody titer (lab report OR physician verification of titer results required). If series is in process, submit where you are in the series and new alerts will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to repeat series and provide a 2nd titer.
### Attaching a document.

**Clinical Requirements**

CertifiedProfile Specialists can guide you through the upload process. We provide our clients with To Do Lists, including understanding your clinical requirements, guiding you through the process. Our hours are Monday-Friday: 8am-8pm EDT and on Sundays 10am-6:30pm EDT. Reach us by chat from myprofile.com or by phone (888) 914-7279.

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**Add a file**

Upload a file from My Documents or your computer?

- [MY DOCUMENTS]
- [COMPUTER]

Yes/no, file upload if "yes" | INCOMPLETE
---|---
Attach File | INCOMPLETE
---|---
Attach File | INCOMPLETE
---|---
Attach File | INCOMPLETE
Selecting the file to Attach

- 6. Completed Primary DPT Series
- Attach File

Files:
- newspdsht.ods 17.6 KB 04/09/2013
- CS_AuditForm_updateentryout.ods 14.6 KB 04/09/2013
- Magnus Instructions.odt 1.2 MB 04/03/2013
- Untitled 1.odt 22.8 KB 03/28/2013
- am15august.csv 556 bytes 03/25/2013
- CS_AuditForm_Team.ods 18.9 KB 03/06/2013
- Call Handling.odt 24.0 KB 02/25/2013
- Order Process New.doc 14.0 KB 02/25/2013

Buttons:
- Add
- Remove
- Cancel
- Open
- Submit

Incompletes:
- INCOMPLETE
- INCOMPLETE
- INCOMPLETE
- INCOMPLETE
- INCOMPLETE
- INCOMPLETE
Attaching a document cont.

Clinical Requirements
CertifiedProfile Specialists will walk you thoroughly through the upload process. Our hours are Monday-Friday: 8am-8pm EDT and on Sundays 10am-6:30pm EDT. Reach us by chat from certifiedprofile.com or by phone (888) 914-7279.

- 1. Hepatitis B

One of the following is required: 3 vaccinations OR a positive antibody titer (lab report OR physician verification of titer results required). If series is in process, submit where you are in the series and new alerts will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to repeat series and provide a 2nd titer.

Attached Files

- Confirmation_9013051910560100.pdf

Submit
Selecting from My Documents

1. Hepatitis B

Attach File

One of the following is required: 3 vaccinations OR a positive antibody titer (lab report OR physician verification of titer results required). If series is in process, submit where you are in the series and new alerts will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to repeat series and provide a 2nd titer.

Attached Files

Confirmation_9013051910560100.pdf

Select a File

Select a file from My Documents. Navigate to the file of your choice and click to select.

My Documents

- Background Check
- Certifications
- Clinical Requirements DE35
- Medical Records
- Portfolios

File

File

File

File

Incomplete
• If additional pages are needed to complete the requirement, simply click “Upload another file” BEFORE selecting submit.

• If you only needed the one page then click submit to send the file to our Review team for reviewing. ***Please note, until you press submit this requirement will appear incomplete to your school and will not be reviewed. The review turn around time is normally about 3 business days from “Pending Review” Status. ****
### Clinical Requirements

CertifiedProfile Specialists will guide you through the upload process. Your To Do Lists, including understanding your clinical requirements, guiding you through the steps to upload healthcare documents. Our hours are Monday-Friday: 8am-8pm EDT and on Sundays 10am-6:30pm EDT. Reach us by chat from the website or email support@certifiedprofile.com or by phone (888) 914-7279.

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Attached Files

- Confirmation_9013051910560100.pdf

+ Upload another file

**Your files have been submitted for processing.**
Faxing/ Mailing Documents

- If you choose to fax or mail your documents, please note each requirement has its own coversheet. Simply click “Other Options” then select the type of coversheet you need.
Any document sent without a coversheet will be destroyed if sent without a coversheet. Be sure if you are faxing to use the fax coversheet. ***Each fax coversheet contains a bar-code that is read electronically to link the document directly behind the page to the requirement.
Fax coversheet example

- It is very important that the page directly behind this coversheet goes to this requirement. If it does not, it could cause your submission to be rejected.
Questions & Answers

For More Information, Contact:

CertifiedBackground.com
888-914-7279
cpservicedesk@certifiedprofile.com