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:

ML03 – Background Check and Medical Document Manager Package

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** - 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.

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Medical Document Manager Requirements

**Measles (Rubeola)**
- One of the following is required:
  - ✔ 2 vaccinations
  - ✔ Positive antibody titer (lab report required)

**Mumps**
- One of the following is required:
  - ✔ 2 vaccinations
  - ✔ Positive antibody titer (lab report required)

**Rubella**
- One of the following is required:
  - ✔ 2 vaccinations
  - ✔ Positive antibody titer (lab report required)

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

**TB Skin Test**
One of the following is required:
- ✔ Evidence of 2 step TB skin test
- ✔ 3 consecutive annual tests (no more than 12 months between tests and the most current test within the past 12 months)
- ✔ QuantiFERON Gold Blood Test (lab report required)
- ✔ If positive results, provide a clear Chest X-Ray (lab report required)

**Tetanus, Diphtheria & Pertussis (Tdap)**
- Provide documentation of a Tdap booster within the past 10 years.

**Influenza**
- One of the following is required:
  - ✔ Documentation of a flu shot administered during the current flu season
  - ✔ Declination waiver

**Health Insurance**
- Provide a copy of an insurance card or proof of coverage.

**Health Screening**
- Please download, print and complete your Health Screening form and upload to the requirement. It must be completed and signed by a medical professional. The first page, however, is to be completed by you, the student.

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