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 and enter package code: MK05

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 (Rubeola)
- There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer for Measles (lab report required)

Mumps
- There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer for Mumps (lab report required)

Rubella
- There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer for Rubella (lab report required)

Varicella (Chicken Pox)
- There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer (lab report required)

Hepatitis B
- There must be documentation of one of the following:
  • 3 vaccinations
  • Positive antibody titer (lab report required)
  • Signed declination waiver

TB Skin Test
- There must be documentation of one of the following:
  • 2 step TB Skin test (1-3 weeks apart)
  • 2 consecutive annual tests (no more than 12 months between tests AND 1 test within the last year)
  • Past 2 step TB Skin Test PLUS all subsequent annuals
  • If the results are positive, a clear Chest X-Ray (with lab report) AND TB Questionnaire is required

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

CPR Certification
- There must be documentation of one of the following:
  • American Heart Healthcare Provider CPR/AED for the Professional Rescuer and Health Care Provider
  • American Heart Association: BLS Health Care Providers
  • Madison Area Technical College CPR/AED Certification for infants, children and adults
These are two-person CPR for infants through adults with AED training. Online classes do not include the required hand-on skills assessment upon conclusion.

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

Health Insurance - Submit a copy of your current Health Insurance Card or proof of coverage.

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.