STUDENT INSTRUCTIONS FOR MADISON AREA TECHNICAL COLLEGE
SURGICAL TECHNOLOGY

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check and medical document manager 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:

MK80 – Background Check + Medical Document Manager

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

CPR Certification
-Must be the American Heart Association Healthcare Provider course OR American Red Cross CPR/First Aid/AED for the Professional Rescuer and Healthcare provider course. Copy must be front and back of the card & card must be signed.
**Certificates OR letters from provider are accepted temporarily until card arrives. Online courses will NOT be accepted.

Influenza OR Declination
-There must be documentation of one of the following:
  • Flu shot administered during the current flu season
  • Medical declination waiver

Health Insurance
-Submit a copy of current health insurance card (both sides required) OR proof of coverage. **If name on card does not match student's, verification of coverage from provider is required.

Health Screening
-Submit your Health Screening form provided by the school completed AND signed by a medical professional.

Measles, Mumps & Rubella (MMR)
-There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer for all 3 components (lab report required)

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

TB Skin Test
-There must be documentation of one of the following:
  • 2 step TB Skin test (1-3 weeks apart)
  • Past 2 Step TB Skin test (1-3 weeks apart) PLUS all subsequent annual tests
  • QuantiFERON Gold Blood Test (lab report required)
  • If positive results, provide a clear Chest X-Ray (lab report required)

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

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

I NEED HELP!!!

If you need assistance please contact Certified Profile Service Desk at 888-914-7279 or cpservicedesk@certifiedprofile.com and a Service Desk Representative will be available Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST.