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](http://www.certifiedprofile.com)

In the “Place Order” field, enter the following package code specific to your school and program:

MK77 – Background Check, Medical Document Manager and BID

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 Requirements

## Measles, Mumps & Rubella (MMR)
- One of the following is required:
  - ✔ 2 vaccinations
  - ✔ Positive IgG antibody titer (lab report required)

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

## TB Skin Test
- One of the following is required:
  - ✔ 2 step TB Skin test within the past 12 months (must have the date placed, date read, and results documented)
  - ✔ 2 TB tests within the past year
  - ✔ 2 consecutive annual tests (no more than 12 months between tests and the most current test within the past 12 months) (2 tests may never be less than one week apart)
  - ✔ QuantiFERON Gold or Tspot Blood Test
  - ✔ If any of the results are positive, provide a clear Chest X-Ray

## Tetanus, Diphtheria & Pertussis (Tdap)
- Documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.

## CPR Certification
- One of the following is required: 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 & back of the card and card must be signed. Renewal date will be set based on expiration date provided on card. Certificates OR letters from provider are accepted temporarily until card arrives with a renewal date of 30 days.

## Health Screening Form
- Please download, print and complete the Health Screening Form and reupload to this requirement.