STUDENT INSTRUCTIONS FOR THE TSENG COLLEGE AT CSUN

About CertifiedProfile.com

CertifiedProfile is a secure platform that allows you to order your background check & Medical Document Manager online. Once you have placed your order, you may use your login to access free 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. Background check results are posted to **CertifiedProfile** upon completion.

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 email address.

➢ **Medical Document Manager** – Medical Document Manager provides secure online storage for all of your important documents. 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.

➢ **Payment Information** – During 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 turnaround time.

Place Your Order

Go to: www.CertifiedBackground.com and click on **"Students"** then enter package code

TS91 – **Background Check + Medical Document Manager**

TS91bg – **Background Check only**

TS91im – **Medical Document Manager only**

You will then be directed to set up your **CertifiedProfile** account.

View Your Results

Your results will be posted directly to your **CertifiedProfile** account. To log in after you have already placed your order, go to www.CertifiedBackground.com and enter your email address on the right-hand side of the screen under **"View Your Results."** You will be notified if there is any missing information needed in order to process your order. Although 95% of orders are completed within 3-5 business days, some may take longer. Your order will show as **"In Process"** until it has been completed in its entirety. Your school's administrators can also securely view your results online with their unique username and password.

Need Help?

If you need assistance, please contact **CertifiedProfile.com** at studentservices@certifiedprofile.com or **888-914-7279** and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm** & **Sunday 12pm-8pm EST.**

TB Skin Test (2 Step)
– There must be documentation of one of the following:
- Negative 2 Step TB Skin Test (2 separate tests done 1-3 weeks apart).
- If positive results, a clear Chest X-Ray within the past 12 months.

Varicella (Chicken Pox)
– There must be documentation of one of the following:
- 2 vaccinations.
- Positive antibody titer.

Measles, Mumps & Rubella (MMR)
– There must be documentation of one of the following:
- 2 vaccinations.
- Positive antibody titers for all 3 components.

CPR Certification
– There must be documentation of <u>both</u> sides of your current <u>signed</u> American Heart Association Healthcare Provider card.

Health Insurance
– There must be documentation of your current health insurance card or proof of coverage showing proof of urgent care coverage. If the name on the card does not match yours, proof of coverage from the provider (such as a letter stating you are covered) is required.

Professional Liability Insurance
– There must be documentation of your Professional Liability Insurance packet.

Tetanus Booster
– There must be documentation of a tetanus booster within the past 10 years.

Hepatitis B
– There must be documentation of one of the following:
- 3 vaccinations.
- Positive Surface Antibody titer.

Physical Exam Form
– Provide your completed Physical Exam Form signed & dated by your physician within the past 12 months.

Technical Standards Form
– Provide both pages of your completed Technical Standards Form signed & dated by yourself within the past 12 months.