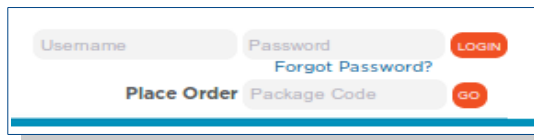


Welcome to CertifiedProfile!

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



The screenshot shows a login form with fields for Username and Password, a LOGIN button, and a link for Forgot Password?. Below this is a 'Place Order' section with a Package Code field and a GO button.

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

VA41dt – Drug Test ONLY Package
VA41im – Medical Document Manager ONLY 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.

TO-DO LISTS

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.

Medical Document Manager Requirements

Measles, Mumps & Rubella (MMR)

-There must be documentation of one of the following:

- 2 vaccinations
- If born prior to 1/1/1957 1 vaccination
- Positive antibody titers for all 3 components (lab reports required)
- Medically documented history of disease PLUS proper documentation for other diseases

Varicella (Chicken Pox)

-There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titer (lab report required)
- History of disease

Hepatitis B

-There must be documentation of one of the following:

- 3 vaccinations
- Positive antibody titer (lab report required)
- 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 years of annual testing
- If positive results, provide a clear Chest X-Ray within the past 10 years (lab report required) & Annual Symptom Form

Tetanus, Diphtheria & Pertussis (Tdap)

-There must be documentation of a Tdap booster within the past 10 years. If a Td booster is submitted the expiration will be set for 2 years from the administered date for a Tdap booster to be received.

CPR Certification

-Must be the American Heart Association BLS Healthcare Provider course. Copy must be front and back of the card, card must be signed.

Health Insurance

-Provide a copy of your current health insurance card or proof of coverage. If name the name on the card does not match yours(the student) proof of coverage from the provider is required.

Background Check Receipt

-Submit a copy of your receipt received from the background check company when your initial order is made. This is the email confirmation from Pre-check that the background check requested was submitted.

Professional Liability Insurance

-Provide a copy of your current liability insurance coverage. Coverage limits must include \$1,000,000 per incident, \$3,000,000 Aggregate.

RN License

-Provide a copy of your current RN License or verification of licensure through the state website.

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