![CertifiedBackground.com together with CP CERTIFIEDPROFILE]

STUDENT INSTRUCTIONS FOR FLORIDA ATLANTIC UNIVERSITY
DOCTORAL NURSING

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check, fingerprint, drug test 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.

➢ **Drug Test (LabCorp)** - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

➢ **Fingerprint** - The online order process will guide you through the steps to complete a FDLE LiveScan Fingerprint for the state of Florida.

➢ **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:

FL08 – **Background Check + Drug Test + Fingerprint + Medical Document Manager**	FL08dt – Drug Test ONLY
FL08im – Medical Document Manager ONLY	FL08fp – Fingerprint 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. 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, 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:
- 1 vaccination
- Positive antibody titer (lab report required)
- Medically documented 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)
- QuantiFERON Gold Blood Test
- If positive results, provide a clear Chest X-Ray

Tetanus
-There must be documentation of a Tetanus booster within the past 10 years.

CPR Certification
-Must be the American Heart Association 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.

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

Health Insurance
-Submit a copy of your current health insurance card or proof of coverage. If name on the card does not match student's, verification of coverage from provider is required. Both sides of insurance card must be submitted. ***Monthly issued insurance is NOT acceptable.*

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

HIPAA Certification
-Download, print and complete the Health Insurance Portablility and Accountability Act Requirments (HIPAA) form & upload to this requirement.

Self-Insurance Policy Acknowledgement (SIP)
-Upload proof of Self Insurance Plan (SIP) Certificate. Please view the online training porgram located at http://flbog.sip.ufl.edu/cme/.

~~Code of Conduct~~
~~-Submit your Code of Conduct form~~.

Handbook Acknowledgement
-Download, print and complete the Handbook Acknowledgement form & upload to this requirement.

~~VECHS Waiver~~
~~-Download, print and complete the VECHS Waiver & upload to this requirement~~.

Annual Student Health Form
-Download, print and complete the Annual Student Health Form & upload to this requirement.

Ed Release of Student Information
-Download, print and complete the Ed Release of Student Information & upload to this requirement.

Photo Media Release Authorization
-Download, print and complete the Photo Media Release Authorization form & upload to this requirement.

Acknowledgement Background Check Policy
-Download, print and complete the Acknowledgement Background Check Policy form & upload to this requirement.

Student Oath and Affirmation Form
-Download, print and complete the Student Oath and Affirmation Form & upload to this requirement.

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**.