

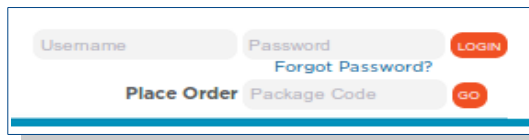
Vermont Technical College – All Programs
Instructions for Order Placement

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



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

- | | |
|---|--|
| VE14 – Battleboro – Associate Degree Nursing | VE83 – Lyndon State College – Practical Nursing |
| VE76 – Bennington – Associate Degree Nursing | VE24 – Newport – Practical Nursing |
| VE21 – Lyndon State College – Associate Degree Nursing | VE26 – Randolph Center – Practical Nursing |
| VE23 – Newport – Associate Degree Nursing | VE28 – Springfield – Practical Nursing |
| VE72 – Randolph Center – Associate Degree Nursing | VE25 – St. Albans – Practical Nursing |
| VE82 – Springfield – Associate Degree Nursing | VE15 – Williston – Practical Nursing |
| VE60 – St. Albans – Associate Degree Nursing | VE63 – White River Junction – Practical Nursing |
| VE19 – Williston – Associate Degree Nursing | VE36 – Nurse Re-Entry Program |
| VE73 – White River Junction – Associate Degree Nursing | VE67 – Williston West - Practical Nursing |
| VE22 – Battleboro – Practical Nursing | VE63 – Dartmouth Hitchcock – Associate Degree Nursing |
| VE20 – Bennington – Practical Nursing | |

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.

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

Additional Order Information

- ✓ **f**ingerprinting - NW FBI – The online order process will guide you through the steps to complete a Nationwide Fingerprint through the FBI
- ✓ **m**edical document manager - 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.

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Medical Document Manager Requirements

Measles, Mumps & Rubella

-One of the following is required:

- ✓ 2 vaccinations
- ✓ Positive antibody titer for all 3 components (lab report required)

Varicella (Chicken Pox)

-One of the following is required:

- ✓ 2 vaccinations
- ✓ Positive antibody titer (lab report required)
- ✓ Medically documented history of disease

Hepatitis B

-One of the following is required:

- ✓ 3 vaccinations
- ✓ Positive antibody titer (lab report required)
- ✓ Signed declination waiver

TB Skin Test

-One of the following is required:

- ✓ 2 step TB Skin test (1-3 weeks apart)
- ✓ 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

CPR Certification

-Must be the American Heart Association Healthcare Provider Course OR the American Red Cross Professional Rescuer Course. Copy must be front & back of the card and card must be signed. Certificates OR letters from provider are accepted temporarily until card arrives with a renewal date of 30 days.

Health Insurance

-Provide a copy of your current Health Insurance card (both sides of insurance card are required) or proof of coverage. IF name on card does not match yours (the student), verification of coverage from provider is required.

Physical Examination

-Must download, print and complete the 4 page College Health Form and upload it to the requirement. It must be completed and signed by a medical professional.

LPN License

-Provide a copy of your valid LPN license to this requirement.

Influenza

-Please submit documentation of a flu shot administered during the current flu season

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