

STUDENT INSTRUCTIONS FOR VERMONT TECHNICAL COLLEGE RESPIRATORY THERAPY

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check 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.

➤ **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: **VE34**

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.

Medical Document Manager Requirements

Measles, Mumps & Rubella (MMR)

-There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports required)

Varicella (Chicken Pox)

-There must be documentation of one of the following:

- 2 vaccinations
- 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)
- Signed declination waiver

TB Skin Test

-There must be documentation of one of the following:

- 2 step TB Skin test (less than 1 year apart) and results must be reported in mm induration (mm readings for both test MUST be provided)
- If the results are positive, provide documentation of the positive results AND 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

-After your training, submit/upload your signed American Heart Association Healthcare Provider CPR card. Copy must be front & back. Renewal date will be set based on the expiration date of the card. This training is part of your curriculum. Do NOT pay or take a CPR Course through another program.

Health Insurance

-Submit 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 complete the 4 page College Health Form form and upload to the requirement. It must have all areas completed as well as signed by a medical professional in all appropriate places.

I NEED HELP!!!

If you need assistance please contact **CertifiedProfile** at **888-666-7788** or studentservices@certifiedprofile.com and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 10am-6:30pm EST.**

