CertifiedBackground.com
together with CP CERTIFIEDPROFILE

STUDENT INSTRUCTIONS FOR DREXEL UNIVERSITY COUPLES & FAMILY THERAPY

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your Background Check, Drug Test & 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.
- **Medical Document Manager UNLIMITED -** 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.
- **Fingerprinting & Child Abuse -** The online order process will guide you through the steps to complete a Department of Public Welfare Fingerprint or a Nationwide Rolled Fingerprint if required. You may also be required to do a Child Abuse Clearance . If you are submitting a Nationwide Rolled Fingerprint, you will receive a packet from CertifiedBackground containing instructions and all necessary documents within 7-10 Days of placing your order.
- **Drug Test -** After you place your order, you will receive an email directly from the lab containing your electronic chain of custody form (echain) within 24-48 hours. The subject line will read: "Form Fox" and it will explain where you need to go to complete your drug test.
- **Payment Information -** During the online order process you will be prompted to enter your Personal Identification Number (PIN). Your PIN will be your Student ID #.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code:

Please enter correct 6 character package code as outlined below:

Couples & Family Therapy Students: DR93 + State of Residence Abbreviation
(Examples: DR93pa, DR93ny, DR93de, DR93ca, DR93fl, etc)

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
- if history of disease, an ELISA (EIA) positive antibody titer (lab report required) is required.

Hepatitis B
-There must be documentation of BOTH of the following:

- 3 vaccinations
- Positive antibody titer (lab report required)

TB Skin Test
-There must be documentation of one of the following:

- 2 step TB Skin test (2nd step of TB Skin test must be received within 7-9 days)
- QuantiFERON Gold Blood Test (lab report required)
- 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.

Influenza - Submit documentation of a flu shot administered by October 1st.

Physical Examination - Please download, print and complete Physical Exam form and re-upload to this requirement. It must be completed and signed by a medical professional.

HIPAA Module/Certificate - Please download the HIPAA Privacy & Security tutorial and submit your HIPAA Certificate of Completion.

FERPA - Please download, print and complete the Authorization To Disclose Information (FERPA) form and re-upload form.

Safe Training Module/Certificate – Please download, print and complete the Safety Training Module and submit your Safe Training Module Certificate of Completion to this requirement.

Photographic Permission Release Agreement - Please download, print and complete the 1 page Photographic Permission Release Agreement form and upload to this requirement.

Emergency Contact Form - Please download, print and complete the Emergency Contact Form and re-upload form.

Authorization to Release Information – Please Download, print & complete the Authorization to Release Information to Clinical Site form and upload to this requirement.

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.