STUDENT INSTRUCTIONS FOR
VIRGINIA APPALACHIAN TRICOLLEGE NURSING PROGRAM

About CertifiedProfile.com

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. Background check results are posted to CertifiedProfile upon completion.

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 email address. Please use your VCCS student email for the email address. VERY IMPORTANT: When placing your order online, you will be required to select an option for the Classification drop down. Mountain Empire students use 2011M, Southwest Virginia students use 2011S, Virginia Highlands students use 2011V.

- **Standard Drug Test** – This package contains a Drug Test. After you place your order, please print your order confirmation and take it along with a photo ID to one of the following:
  - Virginia Highlands Community College – Rachel Law, VATNP office, NEB 944, Ph: 276-739-2439
  - Southwest Virginia Community College – Tammy Austin, the Armory, enter behind the building, office #139, Ph: 276-964-7306
  - Mountain Empire Community College – Debbie McConnell, Robb Hall 103, Ph: 276-523-7456
You will be given a Drug Testing Form that will be required when you arrive at your appointment for the drug test. Quest Diagnostics is the laboratory service used for drug testing. Please go to www.questdiagnostics.com to find a lab location.

- **Clinical Requirements** - At the end of your order process (once your CertifiedProfile account has been created) you will be prompted to complete information on additional requirements for your school.

- **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 turnaround time.

Place Your Order

1st Year Students are required to purchase a Background Check + Drug Test (ir79) AND Clinical Requirements (ir79im)

Go to: www.CertifiedBackground.com and click on “Students” then enter package code:

- **ir79** – Background Check + Drug Test
- **ir79bg** – Background Check Only
- **ir79dt** – Drug Test Only
- **ir79im** – Clinical Requirements 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. 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.

If you have any additional questions, please contact Student Support at (888) 666-7788 Ext. 1 or email: studentservices@certifiedprofile.com.

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**Clinical Requirements**

**All Vaccinations/Titers/Boosters must be medically documented. All documentation for requirements must be in electronic format in order to upload to the tracker. Documents cannot be faxed or mailed. If you need any help, please contact Student Support at the contact information above**

**Student Statement of Health**
- Must completely filled out and attach the 1 page Student Statement of Health school form. The form must be signed and dated and is to be completed annually. If additional space is needed, please submit on 2nd sheet, sign and date.

**Student Information and Physical Assessment**
- Must attach the Student Information and Physical Assessment pages of the Student Information, Physical Assessment, and Immunization Record school form. (The Student Information form must be filled out and completed by the student; The Physical Assessment and Immunization Record forms must be filled out by a healthcare professional.)

**PPD Mantoux**
- A 1-step test is required to be completed annually. If the results are positive, a clear Chest X-Ray (with lab report) is required, along with physician documentation of negative physical signs and symptoms for tuberculosis. If a Chest X-Ray is initially submitted, the subsequent annual requirement is submission of physician documentation of negative physical signs and symptoms of tuberculosis.

**Measles (Rubeola), Mumps & Rubella (MMR)**
- There must be documentation of one of the following:
  - 2 MMR vaccinations
  - 2 Measles, 2 Mumps, and 1 Rubella vaccinations
  - positive antibody titer (lab report required) for all 3 components

**Hepatitis B**
- There must be documentation of one of the following:
  - 3 vaccinations
  - positive antibody titer (lab report required)

**Varicella (Chicken Pox)**
- There must be documentation of one of the following:
  - 2 vaccinations
  - self-documented history of the disease (by putting a check mark next to “I have had Chicken Pox” on the Varicella Immunization Form for Contract/Student Personnel)
  - positive antibody titer (lab report required)

**Tetanus**
- There must be documentation of a Td or Tdap booster within the past 10 years.

**CPR Certification**
- Must be American Heart Association Healthcare Provider course. Copy must be front and back of the card, it has to be signed. If a 60 day authorized letter is submitted, you will be prompted to upload a copy of your actual CPR Certification card within 60 days.

**HIPAA Certification**
- Must attach documentation of completing the two certification classes: “Understanding HIPAA” and “Accessing & Sharing PHI”.

**CertifiedBackground.com Release Form**
- Must attach a signed copy of the CertifiedBackground.com release form.