

STUDENT INSTRUCTIONS FOR UNIVERSITY OF UTAH OCCUPATIONAL THERAPY

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.

Before Placing Your Order

- **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.
- **Immunization**
 - Immunization trackers provide secure online storage for all of your important documents. At the end of the background check 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 click on "Students" then enter package code:

NR32 – For students under the age of 21

NR32-21 – For student age 21 and older

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 Tracker Requirements

Fieldwork Manual Form

-Submit the 1 page form provided by the school. It must be signed by you (the student).

Blood Borne Pathogens Video

-Submit the results of the quiz taken after viewing the video.

CPR Certification

-Must be the American Heart Association Healthcare Provider OR American Red Cross Professional Rescuer course.

TB Skin Test (1 Step)

-There must be documentation of one of the following:

- 1 step test completed within the past year
- Negative Quantiferon Gold Blood Test (lab report required)
- If the results are positive a clear Chest X-Ray (with lab report) is required

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)

Tetanus, Diphtheria & Pertussis (Tdap)

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

Hepatitis B

-There must be documentation of one of the following:

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

I NEED HELP!!!

If you need assistance with your immunization tracker please visit the help section located in the upper right corner of the website.

Here you will find tutorials that you can watch that will show you how to create your Magnus account all the way through completing each requirement. If you need further assistance please contact **CertifiedProfile.com**

at **888-666-7788** or studentservices@certifiedprofile.com and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.**

