STUDENT INSTRUCTIONS FOR WILKES UNIVERSITY - GRADUATE

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.

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.

- **Fingerprinting & Child Abuse** - The online order process will guide you through the steps to complete a Department of Public Welfare Fingerprint (PA, NJ and DE residents) or a Nationwide Rolled Fingerprint (all other state residents), as well as a Child Abuse Clearance for PA and your state of residence if available. If you are required to submit 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 (Quest)** - After you place your order, you will receive an email directly from the lab containing your electronic chain of custody form (echain); the subject line will read: “Form Fox” within 24-48 hours. This email will explain where you need to go to complete your drug test.

- **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](http://www.CertifiedBackground.com) and click on “Students” then enter the correct package code:

**WC02*** Please include State of Residence Abbreviation when entering

(Examples: WC02pa, WC02ny, WC02de, WC02ca, WC02fl, 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.
Immunization Requirements

Measles, Mumps & Rubella (MMR)
- There must be documentation of positive antibody titers for all 3 components (lab reports required).

Varicella (Chicken Pox)
- There must be documentation of a positive antibody titer (lab report required).

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:
  - 1 step TB Skin Test
  - If the results are positive, 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
- There must be documentation of one of the following (copy of card must be front & back, it has to be signed):
  - American Heart Association Healthcare Provider
  - American Red Cross Healthcare Provider with Infant, Child & AED

Influenza or Declination
- There must be documentation of one of the following:
  - Documentation of a flu shot administered during the current flu season
  - Signed declination waiver

Physical Examination
- Provide your physical exam form completed & signed by a medical professional.

Professional Liability Insurance
- Submit a copy of your current liability insurance coverage.

RN License
- Submit a copy of your current RN License or verification of licensure through the state website.

Certificate of Specialty
- Submit documentation of your specialty licenses.

Advanced Practice License
- Submit documentation of your Advanced Practice license.

I NEED HELP!!!

If you need 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.