STUDENT INSTRUCTIONS FOR PANOLA COLLEGE – EMS

About CertifiedProfile.com

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

- **Medical Document Manager**
  - Medical Document Manager provides 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. All shot records must be on doctor's office letterhead or contain your Healthcare Provider's initials or stamp. All titers must be in the form of lab reports.

- **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 package code:

- **A091** – Background Check
- **A091im** – Medical Document Manager

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 MMR vaccinations.
  • Positive antibody titer lab reports for all 3 diseases.

Positive Rubella Titer
- There must be a lab report of a positive antibody titer for Rubella.

Hepatitis B - There must be documentation of both of the following:
  • 3 vaccinations, AND
  • Positive surface antibody titer lab report.

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

Tetanus & Diphtheria (Td/Tdap)
- There must be documentation of a Td booster or Tdap vaccination within the past 10 years.

TB Skin Test - There must be documentation of one of the following:
  • Negative TB skin test within the past 12 months.
  • If positive TB results, negative chest x-ray within the past 5 years + annual chest exam.

Physical Exam - Provide your school physical exam form completed and signed by a medical professional within the past 12 months.

Need Help?

If you need assistance, please contact CertifiedProfile.com at studentservices@certifiedprofile.com or 888-666-7788 and a Student Support Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.