About CertifiedProfile

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.

- **Drug Test (LabCorp)** - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

- **Fingerprinting** - Please see additional pages for information on completing these items. Step-by-step instructions will be provided online through CertifiedBackground.com at the end of your background check order.

- **Medical Document Manager** - 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. Medical document requirements are as follows: Measles, Mumps & Rubella (MMR); Varicella (Chicken Pox); Hepatitis B; TB Skin Test; Tetanus, Diphtheria & Pertussis (Tdap); CPR Certification; Influenza; Health Insurance; Polio; Physical Examination; Professional Liability Insurance; and RN License.

- **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 enter package code:

**RI53all** - Background Check, Drug Test, Fingerprinting and Medical Document Manager

OR

**RI53fgim** - Fingerprinting and 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.

If you need assistance please contact CertifiedProfile at 888-914-7279 or studentservices@certifiedprofile.com and a Student Support Representative will be available Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST.