CertifiedBackground.com
together with CP CERTIFIEDPROFILE

STUDENT INSTRUCTIONS FOR DREXEL UNIVERSITY - ACE

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your Background Check, Drug Test & 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.

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 or a Nationwide Rolled Fingerprint if required. You may also be required to do a Child Abuse Clearance . If you are submitting 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 -** After placing your order, you will receive an email directly from the lab within 24-48 hours containing your electronic chain of custody form (e-chain); the subject line will read: "Drug-screen Registration" . This email will explain where you need to go to complete your drug test.
- **Payment Information -** During the online order process you will be prompted to enter your Personal Identification Number (PIN). Your PIN is your Drexel Student ID #.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code:

Please enter correct 6 character package code as outlined below:

ACE Students: DR22 + State of Residence Abbreviation
(Examples: DR22pa, DR22ny, DR22de, DR22ca, DR22fl, 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 one of the following:
- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports required)

Varicella (Chicken Pox)
-There must be documentation of one of the following:
- 2 vaccinations
- Elisa (EIA) Positive antibody titer (lab report required)

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

TB Skin Test
-There must be documentation of one of the following:
- 2 step TB Skin test (2nd step of TB Skin test must be received within 7-9 days)
- IGRA Interferon Gamma Release Assay within 2 months of matriculation
- If positive results, 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 - Must be the American Heart Association Healthcare Provider course OR American Red Cross Healthcare Provider Course. Copy must be front and back of the card, card must be signed.

Influenza - Submit documentation of a flu shot administered by October 15th.

Physical Examination - Please download, print and complete Physical Exam form and re-upload to this requirement. Physical Exam must be completed within the past 12 months and signed by a medical professional on provided school form.

HIPAA Module/Certificate - Please download the HIPAA Privacy & Security tutorial and submit your HIPAA Certificate of Completion.

FERPA - Please download, print and complete the Authorization To Disclose Information (FERPA) form and re-upload form.

Safe Training Module/Certificate – Please download, print and complete the Safety Training Module and submit your Safe Training Module Certificate of Completion to this requirement.

Emergency Contact Form - Please download, print and complete the Emergency Contact Form and re-upload form.

Photographic Permission Release Agreement - Please download, print and complete the 1 page Photographic Permission Release Agreement form and upload to the requirement.

Authorization to Release Information – Please download, print & complete the Authorization to Release Information to Clinical Site Form and upload the requirement..

I NEED HELP!!!

If you need assistance please contact **CertifiedProfile** at **888-666-7788** or studentservices@certifiedprofile.com and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm** & **Sunday 10am- 6:30pm** EST.