2015 STUDENT INSTRUCTIONS FOR GSW SCHOOL OF NURSING

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check, drug test and 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.
- **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.
- **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.
- **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:

- **GE06trad** – Traditional BSN Program
- **GE06second** – 2nd Degree BSN Program
- **GE06 lpn** – LPN-BSN Program
- **GE06rn** – RN-BSN Program

Background Check + Drug Test + Medical Document Manager - $138.00
You will then be directed to set up your CertifiedProfile account.

- **GE06redt** - For drug/alcohol test annual renewal use only - $40.00
- **GE06rebg** – For background check annual renewal use only - $42.00

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.

Effective March 2015 jd
Immunization Requirements

Measles, Mumps & Rubella (MMR)
- There must be documentation of one of the following:
  - 2 vaccinations
    - Positive antibody titer for all 3 components
  **If student is allergic to vaccine, a written waiver MUST be provided, signed by a physician, nurse practitioner or physician's assistant.

Varicella (Chicken Pox)
- There must be documentation of one of the following:
  - 1 vaccination
    - Positive antibody titer
    - Medically documented history of disease (From student or parent is acceptable instead of physician verification)
  **If student is allergic to vaccine, a written waiver MUST be provided, signed by a physician, nurse practitioner or physician's assistant.

Hepatitis B
- There must be documentation of one of the following:
  - 3 vaccinations
    - Positive antibody titer
  **If student is allergic to vaccine, a written waiver MUST be provided, signed by a physician, nurse practitioner or physician's assistant.

Completed Primary DPT Series
- Submit documentation of at LEAST 4 DPT vaccines (primary series).

Tetanus, Diphtheria & Pertussis (Tdap)
- Submit documentation of a Tdap booster within the past 10 years.

Influenza
- There must be documentation of one of the following:
  - Flu shot administered during the current flu season
  - Declination waiver
  **If student is allergic to vaccine, a written waiver MUST be provided, signed by a physician, nurse practitioner or physician's assistant.

TB Skin Test
- There must be documentation of one of the following:
  - 1 Step TB Skin test
  - If positive results, provide a TB Questionnaire

Physical Examination
- Download, print and complete the 3 page Student Statement of Health form & upload to this requirement. **Physical Exam must be completed on school form & signed by a medical professional.

CPR Certification
- Must be the American Heart Association Healthcare Provider course OR Advanced Cardiovascular Life Support (ACLS) Certification. Card must be signed. **Certificates OR letters from provider are accepted temporarily until card arrives.

Professional Liability Insurance
- Submit a copy of your current liability insurance coverage. Coverage limits MUST include $1,000,000 per incident and $6,000,000 in aggregate.

RN License
- Provide a copy of your current RN License OR verification of licensure through the state website.

LPN License
- Provide a copy of your current LPN License OR verification of licensure through the state website.

I NEED HELP!!!

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

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