



STUDENT INSTRUCTIONS FOR RESEARCH COLLEGE OF NURSING

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.

➤ **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 and enter package code:

RM98m – Background Check and Document Tracker

You will then be directed to set up your **CertifiedProfile** account.

Select MSN Practicum List

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 report required).
- Negative or equivocal titer must start 2 shot series.

Varicella (Chicken Pox)

-There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titer (lab report required).
- Negative or equivocal titer must start 2 shot series.

Hepatitis B

-There must be documentation of the following:

- 3 vaccinations AND
- Positive antibody titer (lab report required);
- OR signed declination waiver (available for download online).
- Negative or equivocal titer must start 3 shot series.

TB Skin Test (2 Step)

-There must be documentation of one of the following:

- 2 Step TB Skin test (1-3 weeks apart)
- Past 2 step test PLUS all subsequent annual tests.
- QuantiFERON Gold Blood Test
- If the results are positive, follow-up with your caregiver; submit clear Chest X-ray report (lab report required), TB questionnaire, and verification that you can work in a hospital setting.

Tetanus, Diphtheria & Pertussis (Tdap)

-There must be documentation of a Tdap booster within the past 10 years.

BLS Certification

-Must be the American Heart Association Healthcare Provider BLS course. Copy must be front and back of the Signed card.

Health Insurance

-Must provide copy of current health insurance card (copy must be front and back of card).

Influenza

-There must be documentation of one of the following:

- Documentation of a flu shot administered during the current flu season.
- Signed declination waiver

HIPPA Certification

-Upload proof of HIPAA Exam score and date plus Signed copy of the HIPAA Certificate of Completion.

Confidentiality Statement

-Upload proof of Clinical Orientation Exam score and date plus Signed copy of the Confidentiality Statement.

Exhibit A, B & C

-Must print off forms and sign Exhibits A and B leaving facility blank; fill out student info on C and upload all 3 pages.

Missouri RN License

-Must provide copy of your current MO RN License or verification of licensure through the state website.

Kansas RN License(s)

-Must provide copy of your current KS RN License or verification of licensure through the state website.

Any Other State RN License

-Must provide copy of any other state RN License or verification of licensure through the states website.



Student Instructions

Background Check

Research College of Nursing

The above organization has chosen the Missouri Family Care and Safety Registry as an approved source for background checks.

About The Missouri Family Care & Safety Registry

The Missouri Family Care and Safety Registry is owned and maintained by the Missouri Department of Health and Senior Services and is in no manner affiliated with CertifiedBackground.com, we are simply providing instructions on how to register to make the process easier.

Ordering Instructions

- Go to <http://www.dhss.mo.gov/FCSR/> and click on "Online Registration." You also have the option of mailing in your registration for \$10 instead of the online price of \$11, but to make the process as fast as possible for your school, it is preferred that you register online.
2. Read the information in the blue box and click on "Continue."
3. Enter your Social Security Number and click on "Continue."
4. Select "Voluntary" as your worker type, fill out the name and date of birth fields, and click on "Continue."
5. Enter your mailing address and click on "Submit."
6. Read the information presented and click on "Agree."
7. Enter and submit your credit or debit card information.

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 12pm-8pm EST.**

