

STUDENT INSTRUCTIONS FOR VERMONT TECHNICAL COLLEGE DENTAL HYGIENE

About CertifiedProfile

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

➤ **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: **VE30**

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 titer for all 3 components (lab report required)

Varicella (Chicken Pox)

-There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titer (lab report OR physician verification of results required)
- Medically documented history of disease

Hepatitis B

-There must be documentation of one of the following:

- 3 vaccinations
- Positive antibody titer (lab report OR physician verification of results required)
- Declination waiver

TB Skin Test

-There must be documentation of one of the following:

- 1 step TB Skin test
- If positive results, provide a clear Chest X-Ray

Tetanus, Diphtheria & Pertussis (Tdap)

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

CPR Certification

-There must be documentation of one of the following:

- American Heart Association Healthcare Provider card
- American Red Cross CPR/AED for Professional Rescuers and Healthcare Providers card

-Copy must be front and back of the card and card must be signed. Certificates OR letters from provider are accepted temporarily until card arrives.

Health Insurance

-Provide a copy of your current health insurance card or proof of coverage. Both sides of insurance card are required.

Physical Examination

-Provide your school-provided physical exam form completed and signed by a medical professional.

Handbook Acknowledgement

-You will not be able to submit the Handbook Acknowledgement form until you begin classes in the fall. Your instructor will provide details at that time.

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.**

