STUDENT INSTRUCTIONS FOR SAN JACINTO COLLEGE - SOUTH

PHARMACY TECHNICIAN

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 and enter package code: SV21

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 or physician verification of results 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)

TB Skin Test
- There must be documentation of one of the following:
  - 1 step TB Skin test
  - QuantiFERON Gold Blood Test (lab report required)
  - 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.

Influenza
- Submit documentation of a flu shot administered during the current flu season.

Handbook Acknowledgement
- Submit your Handbook Acknowledgement form to this requirement.

TSBP Trainee License
- Submit your TSBP Trainee License to this requirement.

Fast Pass Receipt
- Submit a copy of your Fast Pass Receipt. Documentation MUST have the date, location & confirmation.

Student Information Form/Document of Understanding
- Submit your Student Information Form & Document of Understanding provided by your school.

Driver's License or State-Issued Photo ID
- Submit a copy of your Driver's License or State-Issued Photo ID to this requirement.

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