STUDENT INSTRUCTIONS FOR CLARKSON COLLEGE
PHYSICAL THERAPIST ASSISTANT

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your 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](http://www.CertifiedBackground.com) and enter package code:

**CS77im** - Medical Document Manager ONLY Package

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** - There must be documentation of one of the following:
- 2 vaccinations
- Positive antibody titer for Measles (lab report OR physician verification of titer results in lieu of lab report required)

**Mumps** - There must be documentation of one of the following:
- 2 vaccinations
- Positive antibody titer for Mumps (lab report OR physician verification of titer results in lieu of lab report required)

**Rubella** - There must be documentation of one of the following:
- 2 vaccinations
- Positive antibody titer for Rubella (lab report OR physician verification of titer results in lieu of lab report required)

**Varicella (Chicken Pox)** - There must be documentation of one of the following:
- 2 vaccinations
- Positive antibody titer (lab report required OR physician verification of titer results in lieu of lab report required)

**Hepatitis B** - There must be documentation of BOTH of the following:
- 3 vaccinations
- Positive antibody titer (lab report OR physician verification of titer results in lieu of lab report required)

**TB Skin Test** - If negative results, there must be documentation of one of the following:
- 2 step test (1-3 weeks apart)
- 2 step test (2 tests within 1 year)
- Past 2 step test PLUS all annual renewals
- 2 consecutive annual tests (no more than 1 year apart)
- QuantiFERON Gold Blood Test

- If positive results, there must be documentation of one of the following:
  - Clear chest X-Ray
  - Completed TB Questionnaire (signed by healthcare provider)

**Tetanus, Diphtheria & Pertussis (Tdap)** - There must be documentation of a Tdap booster within the past 10 years OR a Td booster within the past 2 years.

**BLS Certification** - Do not complete BLS prior to August. Needs to be completed between (August-November). Must be the American Heart Association Basic Life Support for the Health Care Provider course. Copy must be front & back of the card and card must be signed. Clarkson College Basic Life Support Course Information: The complete/initial course length is 6-8 hours. The refresher/renewal course length is 3-4 hours. Classes are offered on selected Saturdays and weekdays (morning, afternoon and evening classes). Classes are filled on a first come/first served basis and fill quickly. Pre-registration is required. Contact the Professional Development/Basic Life Support office at (402) 552-3396, or ProfessionalDevelopment@clarksoncollege.edu.

**Influenza** - Submit documentation of a flu shot administered during the current flu season OR Declination waiver. Declination must be submitted on the school form, which is available for download, and signed. If submitting declination waiver you must follow up with your program director.

**Health & Safety Requirements Form** - Please download the Health & Safety Requirements Form & Confirm receipt. You must upload your form to the Health & Safety Requirements requirement. It must be completed and signed by a Healthcare Provider.

**Physical Examination** - Download, print & complete the Health & Safety Physical Examination Form and upload to this requirement.

**Health Insurance** - Submit a copy of your current health insurance card or proof of coverage. If submitting as an active duty member or retiree and you have a TriCare Card, you must submit a letter (a letter from DEERS is acceptable) from your carrier along with your card. Contact numbers for DEERS-800.538.9552 and/or TriWest-1-877-988-9378.

**Blood Borne Pathogens (optional)** - Do you have documentation of Blood Borne Pathogens training? If yes, upload your documentation to this requirement.

**HIPAA Certification (optional)** - Do you have documentation of HIPAA Certification? If yes, upload your certification to this requirement.

**Meningitis** - Do you reside in Campus housing? If yes, please upload documentation of a waiver or receipt of immunization.

**Confidentiality Statement** - Submit your Confidentiality Statement to this requirement. Please contact your Program Director and/or Advisor with any questions that you may have about the form.

**IA DHHS SING Process (optional)** - This requirement is optional. Are you going to provide IA DHHS(SING Process) documentation? If yes, upload a copy of your consent forms to this requirement. If no, this requirement will be marked complete.

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-8pm & Sunday 10am- 6:30pm EST.