Compliance Checklist

☐ **Signup for your CertifiedProfile**	- Visit www.certifiedbackground.com and enter your Package Code to begin the process. | Associate Degree Nursing	AC85	Medical Assisting	AT20
Dietetic Programs	AO15	Nurse Aide	AE69
Emergency Medical Services	AO23	Phlebotomy	AO56
Health & Fitness Science	GA84	Practical Nursing	AO21
LPN-RN	AC84	Therapeutic Massage	A33	 - The fee is $104 – there are several payment options, including a monthly payment plan
☐ **Complete your Drug Screen**	- Print the document from your CertifiedProfile and take it with you to LabCorp. - Check LabCorp's website for nearest locations and hours. - You will not need to pay any additional money for the drug screen; it is included in the $104 fee you paid when you signed up. - Results will be uploaded for you.
☐ **Upload Immunization Documentation**	☐ MMR – 2 vaccines or positive titer ☐ Varicella (Chicken Pox) – 2 vaccines or positive titer (history of the disease is not sufficient proof of immunity) ☐ Hepatitis B – 3 vaccines or positive titer ☐ 2-Step TB Skin Test – You will need 2 negative TB Skin Tests within the last 12 months. ☐ Tdap – within 10 years ☐ Flu Shot – During Flu Season
☐ **CPR Certification**	- Please upload a clear copy or picture of the front of your CPR Card. - Must be BLS for Healthcare Providers by the American Heart Association

☐ **Physical Examination**	- Print out the Student Health Form from your CertifiedProfile
	- Pages 5-9 need to be completed, scanned, and uploaded to your profile.
	    o Pages 5 & 9 are to be completed by you
	    o Pages 6,7,&8 (Forms A, B, & C) are to be completed and signed by a physician or physician assistant
	- The form will be rejected if the physician has not answered every question on Forms A & B

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☐ **Professional License**	- Screen Shot or Print Out from the NCBON that your LPN License is current
☐ **Student Acknowledgment Form**	- Print, sign, and upload
☐ **Student Notice and Consent to Release Information Form**	- Print, sign, and upload
☐ **Confidentiality Statement**	- Print, sign, and upload
☐ **HIPAA & OSHA**	- I will mark these items as complete once you complete your orientation
☐ **Student Core Orientation**	- This is your clinical orientation for the hospitals. - Please view the PowerPoint attached to this email and take the test attached. - The answer key is provided. - Upload completed test, making sure to include your grade at the top.