**STUDENT INSTRUCTIONS FOR VENTURA COLLEGE**
**HOME HEALTH AIDE**

**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](http://www.CertifiedBackground.com) and enter package code: **VE41**

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

Health Forms Packet
- Please download the Health Forms Packet and confirm that you have received it.

Measles (Rubeola)
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer for Measles (Rubeola) (lab report required)

Mumps
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer for Mumps (lab report required)

Rubella
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer for Rubella (lab report required)

Varicella (Chicken Pox)
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer (lab report required)
  - Medically documented history of disease

Hepatitis B
- There must be documentation of one of the following:
  - 3 vaccinations AND positive antibody titer (lab report required)
  - Declination waiver

TB Skin Test
- There must be documentation of one of the following:
  - 2 step TB Skin test (1-3 weeks apart)
  - QuantiFERON Gold Blood Test
  - If positive results, provide clear Chest X-Ray results AND TB Questionnaire

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

CPR Certification
- Submit a copy of your CPR Certification. Must be the American Heart Association Healthcare Provider course OR the American Red Cross Professional course. Copy must be front and back of the card & card must be signed.

Influenza
- There must be documentation of one of the following:
  - Documentation of a flu shot administered during the current flu season
  - Declination waiver

Physical Examination
- Download, print and complete the Health History and Physical Examination form & upload to this requirement. **Physical Exam MUST be completed on school form AND signed by a medical professional.

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.

CP
WWW.CERTIFIEDPROFILE.COM

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