

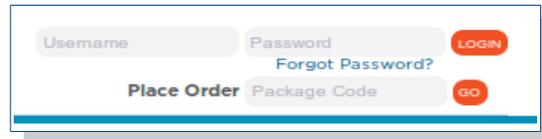
El Camino College - EMT  
Instructions for Order Placement

## Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

- ✓ View your order results
- ✓ Manage the requirements specific to your program
- ✓ Complete tasks as directed to meet deadlines
- ✓ Upload and store important documents and records
- ✓ Place additional orders as needed

to place your order, go to [www.certifiedprofile.com](http://www.certifiedprofile.com)



The screenshot shows a login form with fields for 'Username' and 'Password'. There is a 'LOGIN' button and a 'Forgot Password?' link. Below the login fields is a 'Place Order' button and a 'Package Code' field with a 'GO' button.

In the "Place Order" field, enter the following package code specific to your school and program:

**EC90 – Background Check and Medical Document Manager**

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

### TO-DO LISTS

You can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate CertifiedBackground portal.

# Medical Document Manager Requirements

## Measles, Mumps & Rubella Vaccination Form

-Download, print, and complete the MMR vaccination form and submit this to each of your Measles, Mumps, and Rubella requirements if you wish to use this form.

### Measles (Rubeola)

-One of the following is required:

- ✓ 2 vaccinations
- ✓ Positive IgG antibody titer

### Mumps

-One of the following is required:

- ✓ 2 vaccinations
- ✓ Positive IgG antibody titer

### Rubella

-One of the following is required:

- ✓ 2 vaccinations
- ✓ Positive IgG antibody titer (lab report required)

## Varicella Vaccination Form

-Download, print, and complete the Varicella vaccination form. You will submit this form to your Varicella (Chicken Pox) requirement.

### Varicella (Chicken Pox)

-One of the following is required:

- ✓ 2 vaccinations
- ✓ Positive IgG antibody titer

### Hepatitis B

-One of the following is required:

- ✓ 3 vaccinations
- ✓ Positive IgG antibody titer
- ✓ Declination waiver

### TB Skin Test

One of the following is required:

- ✓ 2 step TB Skin test (1-3 weeks apart)
- ✓ QuantiFERON Gold Blood Test (lab report or physician verification of results required)
- ✓ If positive results, provide a clear Chest X-Ray (lab report or physician verification of results required) AND TB Questionnaire

## Tetanus, Diphtheria & Pertussis (Tdap)

-Provide documentation of a Tdap booster within the past 10 years.

## CPR Certification

- Must be the American Heart Association Healthcare Provider course OR the American Red Cross Professional Rescuers for the Healthcare Providers. Copy must be front & back of the card and card must be signed.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email  
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST  
888-914-7279 or [cp servicedesk@certifiedprofile.com](mailto:cp servicedesk@certifiedprofile.com)

# Medical Document Manager Requirements

## Influenza OR Declination

-Submit documentation of a flu shot administered during the current flu season OR declination waiver.

## School ID

- Submit a copy of your School ID to this requirement.

## El Camino EMT Physical Clearance

- Submit a copy of the physical exam form and upload to the requirement.

## Providence Acceptable Use Agreement

-Please submit a copy of the Acceptable Use Agreement form and upload to the requirement.

## Providence Commitment to Code of Conduct

-Please submit a copy of the Providence Commitment to Code of Conduct form and upload to the requirement.

## Providence Confidentiality Agreement

-Please submit a copy of the 1 page Confidentiality Agreement form and upload to the requirement.

## Uniform Policy Agreement

-Please submit a copy of the 1 page Uniform Policy Agreement form and upload to the requirement.

## Course Commitment

-Please submit a copy of the Course Commitment form (only the signed and dated page needs to be submitted) and upload to the requirement.

## Student Information Sheet

-Please submit a copy of the Student Information Sheet to this requirement.

## Providence HAI Prevention

-Please submit a copy of page 8 of the LCM Infection Prevention Handbook and upload to the requirement.



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