Backgound Instructions

Go to **www.CertifiedBackgound.com**

1. Click on "students" and enter package code
   a. PC62 – EMT (Blythe Campus)
   b. PC63 – EMT (Needles Campus)
2. You will then be directed to set up you **CertifiedProfile** account
3. Order Summary
   a. **Required Person 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.
   b. **Drug-test- (Lab Corp)** – within 24-48 hours after you place your order, the electronic chain of custody from (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test. You will receive an email notification once it is there.
   c. **Completed Drug Test**- Upon completion of the drug test please bring the **Urine Chain of Custody Form** to the nursing office.
   d. **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 turnaround time.
4. View Your Results
   a. Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information need 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.

If you have any additional questions, please contact Student Support at (888) 666-7788 Ext. 1 or email: studentservices@certifiedprofile.com