

STUDENT INSTRUCTIONS FOR ST. PETERSBURG COLLEGE CONTINUING EDUCATION

About CertifiedProfile.com

CertifiedProfile is a secure platform that allows you to order your background check 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. Background check results are posted to CertifiedProfile upon completion.

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.
- **Drug Test (LabCorp)**
 - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.
- **Fingerprints**
 - The online order process will guide you through the steps required to complete a statewide LiveScan fingerprint with FDLE.
- **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 and click on "Students" then enter package code: **si37**

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. Fingerprint results are sent directly to the school from the FDLE and are not viewable online.

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