

Criminal Background Check (CBC)

A criminal background check must be completed by each student as a condition of admission. The purpose for completing a criminal background check is to meet the requirements of UNCW's clinical agency partners to participate in clinical practicums.

Current statute of limitation: If students maintain continuous enrollment, they generally will not be required to repeat a background check unless a clinical site specifically requires an updated report. All applicants to the School of Nursing must submit a statewide criminal background history for all states of residency during the past seven years. A student having had residency in more than one state in the past seven (7) years must submit statewide criminal background histories for each state of residency during that period. International students are required to submit an international criminal background history. Any change from the student's initial criminal background history must be reported to the School of Nursing. Failure to report any change will result in withdrawal of acceptance to the program. Information received from the student's criminal background history will become part of the student's confidential academic file.

Criminal background check reports are typically completed within ten working days (depending on the number of residences and volume of information covering the seven year period that need to be researched). At any time a student can access, view and print his/her completed, confidential report via their online account. The Office of the Director and Student Success Services can access and view online the current status of a student's report. School officials will evaluate the CBC check report to clear students for practicum experiences. Any questionable incidents on the CBC will be addressed individually.

Negative 12-panel Urine Drug screen

A drug screen is required by many of UNCW's clinical agency partners so all applicants are required to complete a drug screen. If students maintain continuous enrollment, they will not be asked to repeat a drug screen by the majority of clinical agencies. Some agencies, however, may establish different timeframes for their drug screening and it is possible that some students will be required to be screened more than one time.

As a final step in the process students must visit a nearby lab collection site. A Medical Review Officer (MRO) consults confidentially with any student that tests positive to verify if there is a valid medical explanation. Complete and accurate results are typically available within 48 hours. At any time a student can access, view and print his/her completed confidential report results from their online account.

The report must be issued from a National Institute of Drug Abuse (NIDA) approved laboratory. The Panel must include Amphetamines (AMP), Barbiturates (BAR), Benzodiazepines (BZO), Cocaine (COC) Metabolite, Marijuana (THC), Methadone (MTD), Methamphetamine (mAMP), Ecstasy (MDMA), Opiate (OPI), Phencyclidine (PCP), Propoxyphene (PPX), and Oxycodone (OXY).

CertifiedBackground.com

You will order the required Criminal Background Check and Drug Test through CertifiedBackground.com. You will have access to these records and a student created portfolio, during your enrollment in the DNP program and after graduation. The total cost for this service is **\$96.00**, and includes the cost of your initial background check and urine screening. There will be an additional fee for any required repeat Criminal Background Check and Urine Drug Screen.

Create an Account:

To start this process, please go to <https://www.certifiedbackground.com/>. In the upper right corner, there are sign-in screens and an area to **Place Order**, requesting a **Package Code**. (See below) Use the Package Code: **UP29**, then click **GO**. You will be prompted to create an account. You can use any email of your choosing but will be required to use that same email when you return to access your account. SON administration cannot access your account; we can only view the documents that you submit to your **TO-DO LIST**. Please choose *Class of May (your graduation year)* as your classification and follow the prompts to create and pay for your account.

The screenshot shows the CertifiedBackground.com website interface. At the top right, there are two login sections: 'STUDENT/APPLICANT VIEW YOUR RESULTS' with an 'Email' field and a 'GO' button, and 'CLIENT/ADMINISTRATOR ACCESS' with 'Username' and 'Password' fields and a 'GO' button. Below these is a 'BADGE ACCESS' section with a 'Password' field and a 'GO' button. A red box highlights the 'PLACE ORDER' button, which is next to a 'Package Code' input field and a 'GO' button. The main content area features the CertifiedBackground.com logo, a banner for 'COLLEGE & UNIVERSITY SOLUTIONS' with 'Student Screening' and 'Employment Screening' buttons, and a list of services including 'BACKGROUND CHECKS', 'IMMUNIZATION RECORD TRACKING AND REVIEW', 'DRUG TESTING', and 'FINGERPRINTING'. The footer includes a 'MAKE THE SWITCH' logo, the slogan 'we listen. we respond.', and the 'CERTIFIEDPROFILE' logo with the text 'FREE student portal-giving your students the advantage they...'.

Submit Documents:

Once your account is created, it will open to your **TO-DO LISTS** by default. (See below)

The screenshot shows the CertifiedProfile website interface. At the top, there is a navigation bar with links for 'Place Order', 'Account Settings', 'Partners', 'Contact Us', and 'Logout'. Below this, a user profile section displays 'Your Name' and 'Student Deals' with a 'Live Chat Help' button. A sidebar on the left contains 'MESSAGES (50)', 'TO-DO LISTS', 'DOCUMENT CENTER', and 'RESOURCE CENTER'. The main content area is titled 'To-Do Lists' and includes a message: 'Click the blue plus signs below to expand your requirements.' The primary focus is on the 'Clinical Requirements UF81 Class of May 2017 (Spring 2015 Admits)' section, which is marked as 'OVERDUE' and has '14 Requirements'. A table lists the requirements with their 'Date Due' and 'STATUS':

Requirement	Date Due	STATUS
1. Hospital/Clinical Site Online Orientation	December 1, 2014	Incomplete
2. Health and Physical Assessment Form		Overdue
3. Measles, Mumps & Rubella (MMR)		Complete
4. Varicella (Chicken Pox)		Overdue
5. Polio		Overdue
6. Hepatitis B		Overdue
7. Tetanus, Diphtheria & Pertussis		Overdue
8. TB Test		Overdue
9. Influenza or Declination		Incomplete
10. CPR Certification		Overdue
11. Health Insurance		Overdue

To **upload** your credential documents, you will first need to scan or take a photo of your documents and save them to your **computer**. You can then upload documents from your **computer** to CertifiedBackground.com for review directly through each requirement listed in your **TO-DO LISTS**. (See below)

The screenshot shows a web browser window with the URL <https://www.certifiedprofile.com/todo-lists>. The page title is "To-Do Lists | CP". On the left, there is a navigation menu with "TO-DO LISTS", "DOCUMENT CENTER", and "RESOURCE CENTER". The main content area shows a requirement for "Clinical Requirements UF81 Class of May 2014" with a due date of "12/01/2014". Below the requirement, there are two numbered items: "1. Hospital/Clinical Site Online Orientation" and "2. Health and Physical Assessment Form". A "File Upload" dialog box is open, showing a "Documents library" with the following files:

Name	Date modified	Type
Insurance_Card.docx	8/23/2013 9:06 AM	Microsoft
CPR_Card.docx	8/23/2013 9:06 AM	Microsoft
TB Test.docx	8/23/2013 9:05 AM	Microsoft
Shot Record.docx	8/23/2013 9:05 AM	Microsoft
Health_Physical_Form.docx	8/23/2013 9:04 AM	Microsoft

You may also upload any document, e.g. resumes, letter of reference, health records, etc., through the **DOCUMENT CENTER** to your **My Documents** file. (See below) Once your documents are uploaded to your **My Documents** file, you can then upload the specific document to meet each requirement in the **TO-DO LISTS**. (See above)

The screenshot shows a web browser window with the URL <https://www.certifiedprofile.com/todo-lists>. The page title is "To-Do Lists | CP". The left sidebar contains navigation options: "TO-DO LISTS", "DOCUMENT CENTER", and "RESOURCE CENTER". The main content area displays a requirement for a "Clinical Requirements UF81 Class of May 2017" with a due date of "12/01/2014" and "14 Requirements". A "Select a File" dialog box is open, showing a list of documents under "My Documents", including "Clinical Requirements UF81 Class...".

You must upload the appropriate document for **each** requirement, even if multiple requirements are listed on one document. (See below)

Firefox University of North Carolina Wilming... To-Do Lists | CP

https://www.certifiedprofile.com/todo-lists

Most Visited Blackboard Learn My Seaport - Home University of North Ca... School of Nursing: UN... Getting Started iCloud - Find My iPhone

Place Order Account Settings

Your Name

MESSAGES (50)

TO-DO LISTS

DOCUMENT CENTER

RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements UF81 Class of May 2017 Admits) 14 Requirements

Due Date 12/01/2014

CertifiedProfile.com is available to assist you with all aspects of your To Do Lists, including understand through the upload process and providing clarification on rejected requirements. Our hours are Monday-Friday EDT. Reach us by chat from within your CertifiedProfile, email (cpservice@certifiedprofile.com) or by phone.

Requirement
1. Hospital/Clinical Site Online Orientation
2. Health and Physical Assessment Form
3. Measles, Mumps & Rubella (MMR)
4. Varicella (Chicken Pox)
5. Polio
6. Hepatitis B
7. Tetanus, Diphtheria & Pertussis
8. TB Test
9. Influenza or Declination

You may also **mail or fax** your documents to CertifiedBackground.com. If you choose to mail or fax the documents, please remember to print a fax or mail **cover sheet** in the requirement for that document (pop-up box when you choose *Other Options*) and include the cover sheet in the fax or mail, as it will be encoded to correspond to that specific requirement. (See below) CertifiedBackground.com will scan your faxed or mailed documents to your account when they review your documents.

CP CERTIFIEDPROFILE www.certifiedprofile.com

Student To-Do List Cover Sheet

Date: Sep 30, 2014

School Name: University of North Carolina at Wilmington - Nursing

Name: Debbie Pollard

Email Address: pollardd@uncw.edu

To-Do List: Clinical Requirements UF81 Class of December 2015 (Fall 2013 Admits)

Requirement:
Health and Physical Assessment Form

Alex ID: 1629194
 Alex Type: ssanter_alex
 CP User ID: 708817

Fax To: CertifiedProfile
 Attention: To-Do List Clinical Requirements UF81 Class of December 2015 (Fall 2013 Admits) OR
 Fax Number: 910-256-2457

Mail to: CertifiedProfile
 1845 Sir Tyler Drive
 Wilmington, NC 28405
 Attn: TDL Document Center

Instructions:

Please use this cover sheet when faxing or mailing documents for the requirement noted above in the orange box. Any documents received without a cover sheet will be destroyed.

Please fax this cover sheet followed by the supporting documentation. When the fax is received, it will be immediately available for review. If faxing documentation for a different requirement, please use the cover sheet that is associated with that requirement. The faxed documents can be accessed in the folder titled Clinical Requirements UF81 Class of December 2015 (Fall 2013 Admits) in My Documents located in your Document Center.

Please contact CertifiedProfile Service Desk with any questions regarding your order at: (888) 914-7279 or cp servicedesk@certifiedprofile.com

CONFIDENTIALITY NOTICE: This fax message, including any attachments, may contain private, confidential, and privileged information for the exclusive use of the intended recipient(s). If you are not the intended recipient(s), you may NOT use, disclose, copy, or disseminate this information. Please notify the sender of this misdirected correspondence and destroy all copies of the original message, including all attachments. Your cooperation is appreciated.

CertifiedProfile 1845 Sir Tyler Drive Wilmington, NC 28405

Transferring data from www.certifiedprofile.com...

If the submitted document does not meet the requirements for that specific credential, it will be **REJECTED**. You will receive an email and a message in **MESSAGES** explaining why the document was rejected. The **STATUS** for that requirement will also be labeled **REJECTED**. Follow the directions given to resubmit the correct documentation. (See below)

1 Active To-Do Lists 14 Incomplete/Rejected requirements 0 Overdue requirements

Clinical Requirements UF81 Class of December 2015 (Fall 2013 Admits) 14 Requirements **REJECTED**

Due Date - 07/15/2013

CertifiedProfile Specialists are available to assist you with all aspects of your To Do Lists, including understanding your clinical requirements, guiding you through the upload process and providing clarification on rejected requirements. Our hours are Monday-Friday, 8am-8pm EDT and on Sundays 10am-6:30pm EDT. Reach us by chat from within your CertifiedProfile, email (cpservice@certifiedprofile.com) or by phone (888) 914-7279.

Requirement	Type	Date Due	STATUS
1. Health and Physical Assessment Form	Download, Print, Sign, Scan, and Upload	07/15/2013	INCOMPLETE
2. Measles, Mumps & Rubella (MMR)	Attach File	07/15/2013	REJECTED

Please re-submit with documentation of 2 vaccinations OR positive antibody titers for all 3 components(lab report required).

File Uploaded.Merged-TDL-Files--20130613165327.pdf	Applicant	06/13/2013 04:53:27 PM EDT
One of the following is required: 2 vaccinations OR positive antibody titers for all 3 components(lab report required.)	CertifiedProfile	06/13/2013 03:38:08 PM EDT

[Upload file](#)
[Other Options](#)

Annual Renewals:

For those SON credentials that require renewal annually or upon expiration, CertifiedBackground.com will send email reminders to you as well as a message to your *Message Center* with the requirement and date due.