



## STUDENT INSTRUCTIONS FOR LEWIS-CLARK STATE COLLEGE

### About CertifiedBackground.com

CertifiedBackground.com is a service that allows students to order their own background checks online. Information collected through CertifiedBackground.com is secure, tamper-proof and kept confidential. The services performed are based on guidelines provided by your school, so you know you will receive all the information you need from one source. Your results will be posted on the CertifiedBackground.com website where the student, as well as the school, can view them.

### Before Placing Your Order

- **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 email address.
- **Immunizations**-Immunization trackers provide secure online storage for all of your important documents. At the end of the background check order process you will be prompted to Magnus Health Portal to create your immunization tracker and 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 turnaround time.

### Place Your Order

Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on "Students" then enter package code:

**Certified Background:** LE52 (BSN Basic students)  
LE40 (PN students)  
LE42 (RN to BSN students)  
**Magnus Health:** Basic BSN 2012  
Practical Nursing 2013  
Admits for RN to BSN Fall 2012

### View Your Results

After placing your order on CertifiedBackground.com, you will receive a confirmation email that will contain the password needed to access your results and view any missing information required to process your order.

Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com), enter the password provided, then click view. On the next screen enter the last 4 digits of your social security number to access your information.

Although 95% of background check results are completed within 3-5 business days, some results may take longer. To see your order status, return to CertifiedBackground.com with your password. 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.

Scan and upload documents to CertifiedBackground.com. For a fee a scanner is available for student use in the Student Union Computer Lab. Check the status of your account as well as your LCMail frequently for responses from the company. If you need assistance, call CertifiedBackground Student Support at 888-666-7788 or work with a classmate who has successfully submitted documents.

## Health Care Records/ Background Check Requirements

LCSC requires that all students admitted to NHS programs meet the following health and safety requirements. Records will be kept on file and randomly reviewed by healthcare institutions. *Students must be in compliance with these requirements at all times or dismissal from the program will occur.* Fees are incurred annually from Certified Background.com, the company that manages health & background requirements for LCSC.

### Current Tuberculin Skin Test (TST; Two Step Test):

- **2-step TST**; if 2-step TST is more than 12 months old, student must submit proof of annual TST within the last 12 months [This record must include: date of test, date of reading, size in millimeters, signature or initials of person reading test, institution where test given] – **or** –
- **QuantiFERON (QFT)** serum test within 12 months – **or** –
- **If new positive TB test results, f/u by health care provider (chest x-ray, symptoms check and possible treatment) – or –**
- **If no proof of positive TB Test available, then chest X-ray - or –**
- **If history of BCG vaccination, 2-step TB test or QFT - or –**
- **If history of positive TB test and positive chest x-ray and symptoms: must see healthcare provider for treatment before fully admitted.**

### Hepatitis B Vaccine: This is a series of 3 injections given over a 7-month period confirmed by titre.

- **Proof of immunity** by vaccination **with** positive titer at end of series - **or** –
- **Proof of immunity** with positive titer (for those previously immunized)
- **If negative titer, must repeat vaccine series.** Student will be allowed in clinical during repeat series and considered a non-responder to vaccination after 2 complete vaccine series and negative titer.
- **Signed** waiver for student who decline vaccination

### MMR Vaccine (Measles, Mumps, Rubella):

- **Proof of vaccination** (2 doses) - **or** –
- **Proof of immunity** by titer for Rubella, Rubeola, and Mumps

### Varicella (Chicken Pox):

- **Proof of vaccination** (2 doses) - **or** –
- **Proof of immunity** by titer

### Tetanus, Diphtheria, Pertussis (Tdap vaccine):

- **Tdap** required one time after age 12

**Current American Heart Association Health Care Provider CPR Card or American Red Cross Professional Rescuers CPR Card:** content covers adult, infant, child, 1-man, 2-man. Web-based certification without documentation of hands-on testing will **not** be accepted. **Update every 2 years.** *RN students may provide a copy of current BLS (Basic Life Support) certification or a letter from their agency verifying currency in BLS or CPR.*

### Influenza:

- **Proof** of annual vaccination - **or** –
- **Signed** declination form

### Background Check:

- Upon admission and every year thereafter [See Certified Background.com handout].

### Annual / Other Requirements:

- **Influenza:** Proof of vaccination - **or** – signed declination
- **TB Skin Test (TST):** New 1-step TST - **or** - new QuantiFERON serum test
- **Some** agencies may require additional immunizations or testing (such as drug testing)
- **Vehicle liability insurance** is strongly recommended