CertifiedBackground
together with CertifiedProfile

STUDENT INSTRUCTIONS FOR GATEWAY TECHNICAL COLLEGE – HEALTH PROGRAMS FIRE MEDIC

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background checks, drug test & medical document manager 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.

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 (Aurora Lakeland Medical Center)** After you place your order, you will receive an Order Confirmation Page. **Print your Order confirmation page and take to Lola in Occupational Health at Lakeland Medical Center located at W3985 County Road N, Elkhorn, WI 53121** so that you can take your drug test. Hours of operation are Monday-Friday 8am-4:30pm. Phone number (262) 741-2014.
- **Medical Document Manager -** Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to 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 turn-around-time.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code:

GC41im – Medical Document Manager ONLY

GC41dt – Drug Test ONLY

After you place your order, you will receive an Order Confirmation Page. **Print your Order confirmation page and take to Lola in Occupational Health at Lakeland Medical Center located at W3985 County Road N, Elkhorn, WI 53121** so that you can take your drug test. Hours of operation are Monday-Friday 8am- 4:30pm. Phone number (262) 741-2014.

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.

If you need assistance please contact CertifiedProfile at 888-914-7279 or cpservicedesk@certifiedprofile.com and a Certified Profile Representative will be available Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST.

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