Certified Background Requirements

RN Transition Program Checklist

Welcome to the University of San Francisco, School of Nursing and Health Professions! This worksheet is designed to help you submit the documentation admission and health requirements that our clinical sites require. In addition, the information you provide will meet requirements of the University of San Francisco Immunization Policy.

Student Account Set-up
- Set up student account with Certified Background
  - Use package code: UJ10 - Background Check + Drug Test + Medical Document Manager (approximately $120)

Background Check
- Submit for your Background Check via instruction provided by Certified Background
- Live scan finger printing is required by some school settings, make sure to check requirement specifics to the location

Program Health Requirements
- Meningococcal Vaccine on agency letterhead/form (optional)
- Statement for clearance for work on provider letter head
- Tdap Booster on agency letterhead/form
- Titers Information on agency letterhead/form
  - Measles
  - Mumps
  - Rubella
  - Varicella
  - Hepatitis B
- Tuberculosis Test (2-step or 2 annual results) on USF TB Annual Update Form or on agency letterhead/form
- Basic Life Support (BLS) Certification Card (front and back) provided via the American Heart Association
- Seasonal Influenza vaccine on USF Verification Form or on agency letterhead/form
- Student Handbook Acknowledgement Form
- SONHP Social Media Policy Acknowledgement Form
- RN License or Interim permit

Once you have completed the above stated requirements, you must upload a copy of the documentation into your Certified Background student account prior to your program submission deadline. Please contact your Program Assistant for more information about deadlines.

If you have technical questions for Certified Background, please contact:

Certified Background Service Desk
(888) 914-7279
cpservicedesk@certifiedprofile.com

Thank you,
School of Nursing and Health Professions Administration