

Background Check and Drug Screen

A background check and drug screen are required to be obtained through Certiphi at www.mycertiphi.com. If you find that you are more than 100 miles from a Lab Corps location for the drug screen, call Certiphi's Occupational Health Services Team at 1-800-803-7859 to arrange for testing at a location closer to you. Please be aware that there may be extra charges for this.

If you have questions about the process of the background check or drug screen Certiphi's main customer service line is 1-800-803-7860.

The application codes necessary for access are:

Code Used For	Application Code
Student Pay Background Check Application Code Student CBC	IDAHOCOMCBC
Student Pay Drug Screen Application Code 10 Panel Drug Screen	IDAHOCOMDS

myRecordTracker

Various acknowledgements, certifications, forms, and immunizations must be completed and uploaded to myRecordTracker at www.myrecordtracker.com. This is a branch of Certiphi that receives, evaluates, and securely stores the required information on our behalf. Your account will allow you to see the status of the requirements and, if there's an issue with something you submitted, there will be a note that explains what needs to be corrected.

The phone number for myRecordTracker is 1-855-225-8606 - option 1 for technical assistance if you're having problems logging in; option 2 for customer service if you want to check on a requirement, status, or how to correct a submission.

Any forms that you are required to use for myRecordTracker submissions are available once you've logged in. The specific requirements, taken directly from the myRecordTracker website, are:

- **Matriculation Agreement**
 - Please provide your completed matriculation agreement form. This is a one time requirement.
- **Student Handbook, Academic Bulletin, and Technical Standards Signature Sheet**
 - Please provide your signed page verifying you have read and understood the technical standards and academic handbook. This is a one time requirement.
- **BLS certification**
 - Please provide documentation of your current BLS certification. All certifications must be by the American Heart Association for approval.
- **Physical examination with Medical History**
 - Please provide documentation of the school provided physical examination and medical history forms. School-provided forms are required, this is a one time document.

- **MMR Positive Titer**

- Please provide documentation of a positive antibody titer lab report showing immunity to all 3 MMR components. If a student's titer shows evidence of non-immunity to any of the 3 components of the vaccine (measles, mumps or rubella), they will be required to repeat the MMR series of 2 vaccinations, at least 28 days apart. The exception is if there is only non-immunity to Rubella, only one MMR vaccination will be required.

- **Hepatitis B (3 shots and Titer)**

- Please provide documentation of 3 HEP B vaccines and a positive antibody titer showing immunity. If a negative titer is provided; students must repeat the 3 shot series and provide a second titer. Students who do not attain immunity following completion of a second Hepatitis B immunization series will also be required to obtain testing for active hepatitis B infection. Students who are required to obtain Hepatitis B testing must provide results of both HBsAg and anti-HBc to ICOM along with the confirmatory lab reports. ** Students repeating the HEP B series will be marked complete at the first shot, but with an expiration date set for one month later, when the 2nd shot is due. Once the 2nd shot is provided it will be marked complete, but with an expiration date set for 5 months later when the 3rd shot is due. Once the 3rd shot has been provided the requirement will be marked complete and an expiration date will be set 1 month later when the final titer is due. Once a positive titer is provided an indefinite expiration date will be set. Example 01/01/2099.

- **TDAP**

- All students must submit documentation (physician signature or vaccination record) of immunization with a *Tdap booster (Boostrix or Adacel) since the year 2005. Following the Tdap booster, a Td routine booster is required every 10 years.

- **Tuberculosis Screening - 2 Step PPD**

- Please provide documentation of a 2 step PPD, OR an Interferon-Gamma Release Assay (IGRAs) blood test within 6 months of the date of matriculation. PPD tests must be completed within 1-3 weeks of one another. If results are positive, please provide a clear chest x-ray. Student with Positive PPD will need chest x-ray within 6 months of matriculation and then annually. Upon renewal, a 1 step PPD is required annually.

- **Varicella - 2 Shots OR Positive Titer**

- Please provide documentation of 2 Varicella vaccines OR a positive antibody titer showing immunity to Varicella. History of disease is not accepted. If the titer provided is negative; students must repeat the 2 shot series. A second titer is not required.

- **Influenza Vaccine**

- All students are required to provide the dates and verification (physician signature or vaccination records) of annual influenza vaccination. Students will be required to resubmit verification annually and will not be allowed to participate in patient care activities without proof of vaccination.

Hints:

- If you have a negative titer and need to go through a series of shots, please complete the shots in the prescribed timeline. You may upload documentation of each shot and myRecordTracker will show a status of Complete with an expiration date that is the date of your next step. This does not all need to be finished by the deadline as long as it is in progress.
- The "2-step" PPD for the Tuberculosis Screening simply means the test must be repeated to verify the results of the first.
- If you did not receive a flu shot during the previous season we know you cannot get one until the vaccine is available again. Don't worry about that requirement if this is your situation; just make plans to get a shot as soon as they become available for the current season.