Dear CSULB New ADN-BSN Nursing Student,

Welcome to the School of Nursing!

During your time at CSULB, we require students to provide us with both a background check and health documentation records. In an effort to streamline this process, we use a company called Certified Profile (aka Certified Background) which offers both the background checks and an online documentation tracking system.

If you did not use an online program such as Certified Profile while at your ADN program, this can be a complex and time-consuming process for the unprepared. So please connect with me if you have any questions (phone is great, but email works best).

We need your background check prior to the start of 1st semester. Therefore, before we meet at Orientation, the School of Nursing asks that you do the following:

1. Please set up one of the following accounts with Certified Profile, depending on your personal situation:
   a. If you don’t have a current background check, then go to www.CertifiedBackground.com
      Order code: LJ34 (this covers the background check AND the health document tracker)
   b. If you have a current background check – within the year prior to Orientation, you must present Monalisa Ward with a copy prior to our initial meeting. If your background check is approved by Dr. Keely, you will just need the health tracker (same website as above).
      Order code: LJ34im

2. After Orientation: The ADN-BSN students are in a happy situation in that they do not have to scramble to complete all of the requirements by a fixed date early on in the process of starting this program. So, if you do not have all of the required documents at the present moment, it is perfectly acceptable for you to take your time to set up your tracker. Having said that, you still might want to start posting documents early to get them “out of the way.”
a. For ADN–BSN students, the health documents become mandatory prior to the start of N402 – Community Health, which is taken usually during 2nd semester.
   i. Please see the CSULB-health tracker_RN Path Students document for further details on the health tracker code, requirements and due dates.
   ii. You need to keep all “annual” documents current (malpractice, health insurance, flu, etc.) while in N402 AND the Preceptorship.

3. Additional information re: trackers: We have several Nursing programs, all of which utilize this system. If you see a request for CPI and/or do not see a section for your RN license, you are in the wrong tracker. Contact Certified Background immediately and they will help move your account to the correct location.

During the orientation we will discuss in detail the health tracker, how to upload documents and answer any other questions you may have.

I look forward to meeting you soon and working with you throughout your time at California State University, Long Beach.

Best Regards,

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