Welcome to CertifiedProfile!

When you place your order, you will be prompted to create your secure CertifiedProfile account.

Your account will give you access to:

- View your order results
- Manage the requirements specific to your program
- Complete tasks as directed to meet deadlines
- Upload and store important documents and records

To place your order, go to [www.certifiedprofile.com](http://www.certifiedprofile.com)

In the “Place Order” field, enter the following package code specific to your school and program:

**Package Code: RU51**

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username whenever you log in to your CertifiedProfile and will be the primary form of communication between you and CertifiedProfile. Multiple payment methods are available to you during the order process including installment payment options.

As your items are completed, you will be able to view your results within your CertifiedProfile To-Do List. You will receive an alert if information is missing and is needed to process your order. Authorized users at your school will have access to view your requirements and compliance status from a separate CertifiedBackground portal.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 orcpservicedesk@certifiedprofile.com