

# Fingerprinting For Incoming PRNS/NURS and SONO Students:

## Fingerprinting Will Be Done At LCCC:

Tuesday  
August 30, 2011

10 a.m. – 2 p.m.

Room: HS 139

### Please Bring The Following:

- Photo ID
- Print Payment Confirmation Page (need to have prior to fingerprinting)

**Step 1:** Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on “Students”. For **Associate Degree students** enter the code **LB94FP**. For **Practical Nursing students** enter the code **LB96FP**. You will then be directed on how to set up your “**CertifiedProfile**” account.

- Step 2:** Order Summary:
- For your profile account, the following will be asked:
    - 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 email address.
  - Fingerprints: the online order process will guide you through the steps to complete Ohio BCI & FBI Fingerprints.
  - Payment Information: Payment will not be required; this is part of your student fees.

**Step 3:** 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. Your order will show as “In Process” until it has been completed in its entirety. LCCC Program Directors also has access to review your account online.

If you wish to dispute you background check findings contact Student Support at (888) 666-7788 Ext. 1 or email: [studentservices@certifiedprofile.com](mailto:studentservices@certifiedprofile.com)

**Step 4:** At this point you do not need to do anything else with your fingerprints. You will receive additional instructions once you start your clinical courses.