To view the status of your Certified Profile Account:

1. Open your account.
2. Click on Document Center (as shown in the screen shot).
3. Click on My Documents.
4. Click on Clinical Requirements…
5. Click on File named "Results".
6. Click on Download to open the file.
   a. Once opened, the To-Do-List Summary Report will appear. This report will show all status details of your requirements in your account. (Sample of what the report looks like below).

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To-Do List Summary Report

Name: Sharon Mantz	Clarkson College - NANT (Nurse Anesthesia)	Current Status: **OVERDUE**
Email Address: mantz@clarksoncollege.edu.com		Last Updated: 12/09/2013
SSN: ###-##-1111	Clinical Requirements Nurse Anesthesia CS57	
Date of Order Submission: 01/23/2013	Tracker Due Date: June 30, 2013	

Sharon Mantz is currently overdue on one or more requirements listed below.

Description: This tracker contains the following: Health and Safety Requirements Form, Health and Safety Requirements Form (Physical Exam), Hepatitis B, Measles, Mumps, Rubella, Varicella (Chicken Pox), Tdap, TB Skin Test, Influenza, Health Insurance, CPR Certification, ACLS, PALS, RN License, HIPAA (Optional), Blood Borne Pathogens (Optional), Confidentiality Statement (Optional), IA DHHS.

Requirement Name	Status	Details
1. Health and Safety Requirements Form	Complete	Response: Receipt Confirmed
2. Health & Safety Requirements Form (Physical Exam)	Overdue	Rejection Reason: Please re-submit with your completed physical exam form completed and signed by a medical professional. – Jun 27, 2013
3. Measles	Rejected	Rejection Reason: Please resubmit with documentation of 2 vaccinations OR a positive antibody titer for Measles. Students are only exempt from this requirement if born BEFORE 1956. – Aug 28, 2013
4. Mumps	Rejected	Rejection Reason: It appears you have provided a blank document. Please resubmit your documentation. – Sep 4, 2013
5. Mumps 2nd Action	Incomplete	
6. Rubella	Overdue	