**My Profile Building – EXXAT**

1. Picture – will be added by CUPA
2. Basic information:
	1. Email: use CU email address
	2. Add all other requested info including middle initial (if you have one), DOB and last 4 of SSN
	3. Optional: personal statement, area of interest, and special abilities
3. Address:
	1. Local (current address), permanent (if you have a different away address) – this will NOT be shared with clinical sites
4. Emergency contact:
	1. #1 – spouse/parent/significant other
	2. #2 – local contact/classmate/neighbor
5. Education hx – include undergrad and other grad degree if you have one
6. Employment – healthcare related only!
7. Clinical questionnaire: this info will be shared with clinical sites!
8. Language – other than English
9. Honors, Awards, Publications – (optional) if you choose to list them
10. Documents:
	1. Required documents (not yet completed) show up in red letters
	2. Review your required immunizations and be sure that they are complete – email Mrs. Gerstner if any are still outstanding
	3. Be sure to keep a note of when your TB and flu vaccines will expire – IT IS YOUR RESPONSIBILITY TO RENEW THESE BEFORE THEN!
	4. COVID-19 Vaccine series – upload card if you have received it
	5. Letter of good standing – DOWNLOAD TEMPLATE, ADD YOUR NAME, SAVE AND UPLOAD
	6. New CBC/SAST: stay tuned for instructions on completing your pre-clinical background check and drug screen
	7. Resume or CV – required; make sure updated with Education to include Campbell University Physician Assistant Program
	8. For BLS, ACLS – need **CARD** uploaded, not certificate
	9. Core orientation: link to complete is included on EXXAT – upload the completion certificate once training and quiz are completed
	10. Mental Health First Aid Certificate

**What you need to do NOW:**

□ Complete EXXAT profile & upload all required documents

□ Make sure ALL immunizations have been completed! OVER→

□ Complete refresher CORE orientation course and upload certificate into EXXAT

**As soon as we have sent you the information (June):**

□ Repeat your background check and drug screen