Clinical/Practicum Compliance Requirements

Co-Op Program

Incoming Freshmen Students

Please use this form as a guide, as all aspects must be completed prior to the 1st quarter of freshmen year.

**Screenings**

Log into CastleBranch to create a compliance profile using the program code you receive via email. Use your Drexel email address and University ID to create your profile.

The screening results must on file one month prior to the start of the clinical assignment. In order to become compliant prior to your clinical/practicum, you must initiate the screening process four months prior to the clinical/practicum start date. This will give you ample time to receive your results.

The required clearances are as follows:

- **FBI Fingerprint** - Must be completed in PA. If you are an out of state student, you must schedule your appointment to complete during welcome week.
- **State Criminal Background Check**

CastleBranch Customer Service can answer any technical questions regarding your documents. You can contact them at 888-723-4263.

Always check your profile to ensure the screening process is moving forward.

**Physical Exam and Immunization Forms**

You will need to have documentation of a physical exam completed within the last 12 months. Students are required to complete the official CNHP Immunization Record and Physical Examination Form.

This process may take one to two months to fully complete so please begin the process promptly by scheduling an appointment, downloading the documents, and having them ready before your scheduled appointment.

*If you have not started the Hepatitis B series this will take up to seven months to complete, so it is highly recommended that you begin ASAP.*

Required immunizations are as follows:

- **IGRA Blood test**: Either the Quantiferon Gold or T-Spot within the last year are acceptable
- **Tdap** vaccine (within the last 10 years)
- **MMR**: proof of the two-vaccine series and positive titers showing immunity for each of the following: Measles, Mumps, and Rubella (lab report required)
- **Varicella**: proof of the two-vaccine series and a positive blood titer showing immunity (lab report required)
- **Hepatitis B**: three vaccines and a positive titer showing immunity - lab report required (positive titer mandatory)

**HIPAA Training** - Must have an active Drexel email account in order to complete

**BioRaft/Online Safety Training** - Must have an active Drexel email account in order to complete

**Emergency Contact Form**

**Plagiarism Document Certificate** - Will not have access to training module until the beginning of the fall quarter

**Student Handbook Verification Receipt** - Must submit by week 2 of the quarter

Updated Jul 3, 2019

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You may print this checklist and use it as a guide throughout the compliance process.

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