

## STUDENT INSTRUCTIONS FOR COLORADO STATE UNIVERSITY – PUEBLO (BSN) Basic

### About CastleBranch

CastleBranch is a secure platform that allows you to order your background check, drug test, and medical document manager online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders, and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

The email address you use when placing your order will become your username for your CastleBranch profile and will be the primary form of communication for alerts and messages. Payment methods include MasterCard, Visa, debit card, electronic check, money order, and installment payment.

You can respond to any active alerts to To-Do List items now, or return later by logging into your CastleBranch profile. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your CastleBranch profile anytime to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate CastleBranch portal.

### Place Your Order

#### Incoming Nursing Students

Go to: [www.castlebranch.com](http://www.castlebranch.com) and enter package code:

“CF80T” (Zero not letter O) for your Background Check, Drug Test and Medical Document Manager.  
You will then be directed to set up your Certified Profile account.

#### Continuing Nursing Students

Use package code “CF80bg” to RENEW your Background Check ONLY  
Use package code “CF80dt” to RENEW your Drug Test ONLY

### Order Summary

- 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 e-mail address.
- Drug Test (LabCorp)
  - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CastleBranch account. This echain will explain where you need to go to complete your drug test.
- Immunizations
  - Document trackers provide secure online storage for all of your important documents. At the end of the online order process, you will be prompted to upload specific documents required by your school for immunization, medical, or certification records.
- Payment Information
  - During the online order process, you will be prompted to enter your Personal Identification Number (PIN).

## View Your Results

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Your results will be posted directly to your CastleBranch account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

## Immunization Requirements

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### Measles, Mumps & Rubella (MMR)

- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer for all 3 components (lab report required)

### Varicella (Chicken Pox)

- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer (lab report required)

**History of the disease is NOT acceptable documentation of immunity.**

### Hepatitis B

- There must be documentation of one of the following:
  - 3 vaccinations
  - Positive antibody titer (lab report required)

### Tetanus, Diphtheria & Pertussis (Tdap)

- There must be documentation of a Tdap booster within the past 10 years.

### Influenza

- Submit documentation of a flu shot for the current flu season. Once you enter the program, all subsequent flu shots must be administered between August and November. If your current flu shot documentation falls outside of this timeframe it will be rejected; contact the school for an override.

## Other Requirements

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### TB Skin Test

- There must be documentation of one of the following:
  - 2 step TB Skin test (1-3 weeks apart)
  - Past 2 step test PLUS all subsequent annuals
  - QuantiFERON Gold Blood Test (lab report required)
  - If positive results, provide a clear Chest X-Ray (lab report required) from within the past 3 years AND a TB Questionnaire. TB Questionnaire is available to download from this requirement.

### CPR Certification

- Must be the American Heart Association BLS (Basic Life Support) for Healthcare Providers. **NO other CPR certifications will be accepted.**
- CPR certification must be current at the beginning of the semester and must remain current throughout the semester (i.e., if it will expire in the middle of the semester, you must recertify before that semester begins).

## Health Insurance

- Provide a copy of your current health insurance card (both sides of insurance card are required) or proof of coverage.

## NSO Insurance

- Submit your current NSO Professional Liability insurance. Coverage limits must be at least \$1,000,000 each to \$3,000,000 aggregate. Renewal will be set for 1 year from the issue on the policy. All students are required to obtain their NSO Insurance through the NSO website at [www.nso.com](http://www.nso.com). Purchase the correct coverage for the program you are in (go to: Individuals / Professional Liability Insurance / Student Nurse).

## Physical Examination

- Please download, print & complete the 1 page physical exam form and upload to the requirement. It must be completed and signed by a healthcare professional.

## Driver's License

- Upload a copy of your current Driver's License.

## COVID-19 Vaccine

- Upload documentation of your initial COVID-19 vaccination(s) and minimum of one booster:

- If you received a two-shot series, **both** doses must be submitted at the same time for approval.
- Documentation must include the vaccine manufacturer.
- Subsequent booster documentation is also required to be uploaded as you receive them.

## Core Agency General Competencies

- Submit the school's certificate stating that you have completed the necessary modules and passed the corresponding quizzes. The modules and quizzes are in blackboard and will be available once you are enrolled in the Blackboard Undergraduate Nursing Orientation course. The certificate will be provided after you have viewed the modules and passed the quizzes. **These modules are NOT required to be completed before you come to orientation.**

## Nursing Program Enrollment Agreement

- Submit your electronically-signed Nursing Program Enrollment Agreement form. This form is located in Blackboard and will be available once you are enrolled in the Blackboard Undergraduate Nursing Orientation course. **The Nursing Program Enrollment Agreement is NOT required to be uploaded before you come to orientation.**

## CSU-Pueblo Release of Information

- Submit your electronically-signed CSU-Pueblo Release of Information form. This form is located in Blackboard and will be available once you are enrolled in the Blackboard Undergraduate Nursing Orientation course. **The CSU-Pueblo Release of Information form is NOT required to be uploaded before you come to orientation.**

## CSU-Pueblo Consent to Release and Store Records

- Submit your electronically-signed CSU-Pueblo Consent to Release and Store Records form. This form is located in Blackboard and will be available once you are enrolled in the Blackboard Undergraduate Nursing Orientation course. **The CSU-Pueblo Consent to Release and Store Records form is NOT required to be uploaded before you come to orientation.**

## I NEED HELP!!!

If you need assistance please contact **Customer Service** at 888-723-4263 x7196 or [customerservice@castlebranch.com](mailto:customerservice@castlebranch.com) and a Customer Service Representative will be available Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.