



**STUDENT INSTRUCTIONS FOR COLORADO STATE UNIVERSITY – PUEBLO**  
**ASN-MS: Nurse Educator**  
**RN-MS: Nurse Educator**

### About Castle Branch

Castle Branch (formerly Certified Background) 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 Castle Branch, including document storage, portfolio builders, and reference tools. Castle Branch 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 Castle Branch 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 Castle Branch profile. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your Castle Branch 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 Castle Branch portal.

### Place Your Order

Go to: [www.castlebranch.com](http://www.castlebranch.com) and enter package code:  
“**LS07**” for your Background Check, Drug Test, and Medical Document Manager. You will then be directed to set up your Certified Profile account.

“**LS07r**” will provide you with your yearly recheck for your Background Check ONLY.

“**LS07dt**” will provide you with your yearly recheck for 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 (e-chain) will be placed directly into your Castle Branch account. This e-chain 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 Castle Branch 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 IgG 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 administered between August and November of the current flu season.

## Other Requirements

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### **TB Skin Test (TST)**

-All applying students must complete a two-step TB Skin Test during their initial application process:

- Two-step TB Skin Test: The two-step process entails the administration of one TST and having it read 48-72 hours later, followed by a second TST administered at least one week but no more than three weeks (7-21 days) after the first TST and having it read 48-72 hours later. **Do not upload the results of the two-step TST until both steps have been completed.**
- At least two consecutive negative annual TSTs, the last TST being within the current year.
- QuantiFERON Gold Blood Test (lab report required, dated within the past 12 months).
- T-SPOT®. TB test (lab report required, dated within the past 12 months).

-Annually thereafter, there must be documentation of one of the following

- Two-step TB Skin Test: Do this if it is your first TST or more than a year has elapsed since your last TST.

- TB Skin Test (lab report required).
- QuantiFERON Gold Blood Test (lab report required).
- T-SPOT®. TB test (lab report required).
- If positive for TB, provide a clear Chest X-Ray (lab report required) form within the past three years and a TB Questionnaire. The TB Questionnaire is available for download from this requirement in CastleBranch.

### **CPR Certification**

-Must be the American Heart Association BLS for Healthcare Providers or American Red Cross CPR/AED for Professional Rescuers and Health Care Providers or CPR Pro for Professional Rescuer from training center AMR92 or AMR092. Provide a copy of the front and back of the card or certificate of completion. **NO other CPR certifications will be accepted.**

### **Health Insurance**

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

### **NSO Insurance**

*(Applying students, please DO NOT purchase your NSO Insurance until after you have been accepted into the program and closer to the first day of class. For questions or concerns, please contact the Graduate Nursing Program's Nursing Graduate Program Assistant at (719) 549-2409.)*

-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). **NSO Insurance is NOT required to be uploaded before you come to orientation.**

### **Physical Examination**

-Please download, print & complete the one-page physical exam form and upload to the requirement. It must be completed and signed by a medical professional. It can be found at the following link:

<https://www.csupueblo.edu/nursing/graduate-programs.html>

### **RN License**

-Provide a copy of your current RN License or verification of licensure through the state website.

### **Drivers License**

-Provide a copy of the front and back of your current Driver's License

### **Safety Video Certificate**

-Submit the school's Safety Video Certificate if possible. Other documentation stating your review of the needed materials will be accepted from other professional institutes upon CSU-Pueblo review.

The materials needed to complete the safety video requirement are as follows:

- Healthcare Electrical Safety AMPle Protection
- HIPPA Privacy compliance Scenarios
- Bloodborne Pathogens: A Sharper Image
- Patient Confidentiality
- Fire Safety

**The Safety Video Certificate is NOT required to be uploaded 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 CSU-Pueblo Release of Information form. This form **MUST** be completed and signed on your school form. This form will be provided at student orientation. If a student misses orientation the form can be obtained through the Nursing Graduate Program Assistant in room T226 at CSU-Pueblo. **The CSU-Pueblo Release of Information is NOT required to be uploaded before you come to orientation.** It can be found at the following link: <https://www.csupueblo.edu/nursing/graduate-programs.html>

### **CSU-Pueblo Consent to Release and Store Records**

-Submit your CSU-Pueblo Release of Information form. This form **MUST** be completed and signed on your school form. This form will be provided at student orientation. If a student misses orientation the form can be obtained through the Nursing Graduate Program Assistant in room T226 at CSU-Pueblo. **The CSU-Pueblo Consent to Release and Store Records is NOT required to be uploaded before you come to orientation.** It can be found at the following link: <https://www.csupueblo.edu/nursing/graduate-programs.html>

### **Three Letters of Recommendation**

-Submit 3 Letters of Recommendation to this requirement. Students will request Letters of Recommendation from the following people: a. Professional or Academic b. Clinical c. Other. The letters will then be uploaded by the student to the requirement.

### **Letter of Intent**

-Submit a Letter of Intent to this requirement. The letter of intent should include a. Brief professional history b. Reason for pursuing advanced degree c. How applicant will manage work, home, and study.

### **Curriculum Vitae**

-Submit a copy of your Resume or Curriculum Vitae. The CSU-Pueblo Curriculum Vitae format can be located at the following link: [https://www.csupueblo.edu/nursing/\\_doc/csu-pueblo-cv-format.pdf](https://www.csupueblo.edu/nursing/_doc/csu-pueblo-cv-format.pdf)

### **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.