CB CastleBranch
The Power to Make Informed Decisions.

STUDENT INSTRUCTIONS FOR COLORADO STATE UNIVERSITY – PUEBLO (BSN)
RN-BSN

About CastleBranch

CastleBranch (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 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 Oder

Go to: www.castlebranch.com and enter package code:
"CF80RN" (Use a "zero" not the letter "O")for your Background Check, Drug Test, and Medical Document Manager. You will then be directed to set up your Certified Profile account.

Use package code "CF80bg" to obtain a recheck Background Check ONLY
Use package code "CF80dt" to obtain a recheck Drug Test ONLY

Order Summary

➢ Required Personal Information
  o 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)
  o 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
  o 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
  o During the online order process you will be prompted to enter your Personal Identification Number (PIN).

View Your Results

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

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 administered between August and November of the current flu season.

Other Requirements

TB Skin Test (TST)
-There must be documentation of one of the following:
- Two-step TB Skin Test (TST). Do this if it is your first TST or more than a year has elapsed since your last TST. 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 previous year.
- 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 or 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. Sign the card and upload BOTH SIDES to the requirement. NO other CPR certifications will be accepted.
- Your 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 both sides of your current health insurance card or proof of coverage.

NSO Insurance
-Submit your current NSO or other 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. Obtain NSO Insurance through the NSO website at www.nso.com. Purchase the correct coverage for your licensure and the program you are in (go to: Individuals / Professional Liability Insurance / Student Nurse / RN).

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.

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.

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.

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

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.