

STUDENT INSTRUCTIONS FOR COLORADO STATE UNIVERSITY PUEBLO

**MS: Nurse Educator RN-MS: Nurse Educator
RN-MS: Nurse Manager and Leader**

ALL DOCUMENTS ARE DUE 30 DAYS FROM YOUR PROGRAM START DATE.

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 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 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

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

Measles, Mumps & Rubella (MMR)

-Submit documentation of one of the following:

- 2 vaccinations
- Positive antibody titer for all 3 components (lab report required)

Varicella (Chicken Pox)

-Submit 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

-Submit documentation of one of the following:

- 3 vaccinations
- Positive antibody titer (lab report required)

Tetanus, Diphtheria & Pertussis (Tdap)

-Submit documentation of a Tdap booster within the past 10 years.

Influenza

-Submit documentation of a flu shot administered between August and December of the current flu season.

This is required annually.

COVID-19

-Submit documentation of a COVID-19 vaccination(s)

- 2 vaccinations (Pfizer and Moderna) or 1 vaccination (Johnson & Johnson)

Other Requirements

TB Self-Assessment Form:

Upload your self-assessment to your CastleBranch account: [TB Self-Assessment Form](#).

TB Skin Test (TST)

-All applying students must complete one of the following TB Tests 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

-Submit a copy of the **front and back** of the card or certificate of completion.

Must be the American Heart Association for Healthcare Providers or American Red Cross CPR/AED for Professional Rescuers and Health Care Providers. **NO other CPR certifications will be accepted.**

Health Insurance

-Upload a copy of your current health insurance card, including **both front and back**, or provide other proof of coverage. Please update when coverage expires or changes.

NSO Insurance (must have upon entering your program)

(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.

-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 date on the policy. All students are required to obtain their NSO Insurance through the NSO website at www.nso.com. Purchase the correct coverage for the program you are in (go to: Individuals / Professional Liability Insurance / Student Nurse). **NO other student nursing liability insurance will be accepted.**

ALL STUDENTS must carry NSO professional liability insurance as is stated in our standard affiliation agreement, and all students need to have the insurance when they enter the program, not just when they are in a clinical setting.

Malpractice Liability Insurance Statement:

Although nurse educator and nurse manager/leader students may not engage directly in patient care during practicum experiences, liability insurance is essential for the following reasons:

1. **Professional Accountability:** It is standard practice for nursing professionals to carry liability insurance. As a licensed nurse, you remain legally and ethically responsible for the professional advice, decisions, and actions you take in any capacity, including teaching or administrative roles.
2. **Scope of Practice:** Your roles often involve oversight of policies, instruction that influences patient care, and educational decisions that affect patient outcomes. Even indirect influence over patient care can expose you to liability risks.
3. **Personal Protection:** Everyone in a legal claim can be named. While unlikely, liability insurance would provide coverage for legal expenses and settlements if a legal issue were to arise during your practicum.

Physical Examination Form

Download, print, and complete the one-page Physical Exam Form, and upload it to your CastleBranch account.

- The form must be completed and signed by a licensed medical provider.
- You can access the form here [Physical Exam Form](#)

RN License

-Upload a copy of your current RN License or verification of licensure through the state website. When your license expires, you must upload an updated copy or verification to maintain compliance.

Driver's License

- Upload a copy of the **front and back** of your current Driver's License. When your license expires, you must upload a copy of the renewed license to maintain compliance.

Compliance Certificate

***** THIS IS REQUIRED ANNUALLY ***** Upload your Compliance Certificate. 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:

- Fire & Electrical Safety
- HIPPA Privacy Compliance
- Bloodborne Pathogens
- Patient Confidentiality

Nursing Program Enrollment Agreement

***** THIS IS REQUIRED ANNUALLY ***** All NE and NML students have **30 days From Program Start date** to sign and upload the Nursing Program Enrollment Form. This form confirms you agree to the policies and requirements outlined in the Graduate Nursing Student Handbook. The form will be available once you are enrolled in the BlackBoard Graduate Nursing Resource course. You can access the Graduate Nursing Handbook and the Program Enrollment Agreement Form via the links below. **All** updates to this handbook will be communicated to students electronically via their official university email address and posted via the designated student portal (BlackBoard). Minor revisions or clarifications will be incorporated into the next annual (Fall) edition of the handbook. In the event of a significant change in policy or procedure that materially affects students, the university will issue an immediate notification and publish a revised version of the handbook to reflect the change.

[Graduate Nursing Handbook](#)

[Nursing Program Enrollment Agreement Form](#)

Curriculum Vitae

-Upload 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/school-of-nursing/student-resources/index.html>

****It is your responsibility to maintain your Castle Branch account, that includes updating documents as they expire.**

NEED HELP?

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