CastleBranch – Clinical Requirements Directions

Ordering/Completing your Clinical Requirements
STEP 3 – Part Two: Complete the Clinical Requirements

Once all background check requirements have been accepted and say “Complete” in CastleBranch, your background check information will be processed by Blackhawk Technical College.

After processing, you will be sent a letter with the codes and information you need to complete the Clinical Requirements. **Note: There is an additional fee associated with this portion of the process.**

Follow the steps below to get started:

- **Order the Nursing Assistant Clinical Requirements package**
  1. Go to the internet and enter the following address: [https://www.castlebranch.com/](https://www.castlebranch.com/).
  2. Click on Place Order.
3. Enter the package code that you were given for your program here (this will be in the letter you receive after successfully completing the Background Check requirements). Then, click Submit.

   **Note:** Please make sure you are ordering/completing the correct package.
4. Read the information provided and click on the box that says "I have read, understand and agree to the Terms and Conditions of Use". Then, click Continue.

Please review

Blackhawk Technical College - Nursing Assistant includes the following package contents:

- Package: BL30im
- Document Manager CRR
- Document Manager CRR
- Document Manager CRR
- Medical Document Manager CRR

Package Cost: $20.00

Additional Information
This package includes document storage. At the end of the order process, you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

- [ ] I have read, understand and agree to the Terms and Conditions of Use.

Continue

Note: Please make sure you are ordering / completing the correct package.
5. Fill in the information as requested / required. Then, click Next.
6. Create a password to access your account in the future.

Place Order:

CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.

Email Address:
This email address is your username.

Username: testexampletest@test.com

Password:
Password: [INPUT] Confirm: [INPUT]

Passwords are case-sensitive and must be at least 8 characters long.

Create Account

7. If you have additional names (maiden name, etc.), fill in the appropriate boxes. If not, click on "I do not have any additional names".

Place Order:

Additional Names

Please list all additional names (e.g., maiden, former married names, aliases). Click on Add Another to add an additional name.

I do not have any additional names

First Name: [INPUT] Middle Name: [INPUT] Last Name: [INPUT] Suffix: [INPUT]

* Indicates required information

Go Back

Next
8. This page is just showing you all of the things that are included in your order – click Next.

Place Order:

DOCUMENT MANAGER CRR

Name *

MEDICAL DOCUMENT MANAGER CRR

Name *

* Indicates required information
9. Review your order information and click on Next.

10. Fill in your payment information and click on Submit. You will receive a confirmation of payment, which we suggest you print and save.

Note: Please make sure you are ordering / completing the correct package.
11. After you have printed your payment confirmation, proceed to the To-Do Lists screen as shown below:
12. By clicking on the plus (+) or minus (-) signs you can expand or contract the requirements.
Complete the Clinical Requirements (1-9)

A health screening is required prior to registration for the course. Clinical Requirements are good for four (4) years. However, the Influenza and TB requirements must be updated annually.

You are required to have a two-step TB skin test for the program. However, you only need to provide your first TB skin test to be able to register for classes. **Your second TB skin test must be within 90 days of the start of the clinical.** Please make the appointment for your second TB skin test the week that you start classes.

All immunizations must be marked “Complete” (with the exception of your TB skin test) by CastleBranch before you will be allowed to register. This information can be obtained from your healthcare provider as part of the health screening or may be obtained by you from the Wisconsin Immunization Registry website: [www.dhrswir.org](http://www.dhrswir.org).

(1) Student Information / Releases

To open the Student Information/Releases, click on the plus (+) sign to expand the box.

Your screen will display as shown below. Double-click on Download File.
In the bottom-left, the file will appear as a PDF. Double-click on it to open the file.

Your file will open as below. Print this document and then fill in all information as required. Once the document is complete, you will need to upload all information back to CastleBranch. There are three options to get information to CastleBranch. You can either scan and upload as a PDF, you can fax your documents, or you can mail all information to CastleBranch. If you don’t have access to a scanner, you can go to the BTC Library on Central Campus, the Learning Resource Center at Monroe Campus as the copiers in these areas have the ability to scan and save the PDF files to a flash drive or your e-mail. Also, the Student Success Center on Central Campus can assist you if you have a student login. You can also take a picture of the document with your cell phone and upload it from there. The document must be in a JPEG or Adobe PDF format.
If you are using a scanned document (PDF or JPEG), you can now upload the document to CastleBranch. Go back to your "To-Do List" and click on the plus (+) sign next to the document that you will be uploading so that it expands. Click on Browse next to your computer or flash drive and go wherever you have the document stored to upload it.

Click once on the document that needs to be uploaded and click on Open.

Now, click on Submit
Your screen will appear as below

Once the document has been submitted, your screen will appear as shown below and should either say Pending Review or In-Process.
Once CastleBranch has approved/accepted your document, it will say complete.

In addition to the Student Information / Releases form (that needs to be downloaded, filled, and re-uploaded back to CastleBranch), complete the remaining To-Do List items:

1. **Student Reference Page** – must be opened and marked as received (check box)

   ![Student Reference Page](image)

2. **Physician Signature** – needs to be downloaded, filled out, and re-uploaded

   ![Physician Signature](image)
(4) Measles, Mumps & Rubella (MMR) – needs documentation from your clinical/health care provider

School forms are NOT acceptable for this requirement. Proof of immunization MUST be on medically provided documentation from your clinic/health care provider.

Documentation of one of the following is required:

- 2 vaccinations
  - If you were born before 1956 you are only required to show proof of 1 MMR vaccine

OR

- A positive antibody titer for all 3 components (lab report or physician verification of results required).

If the titer is negative or equivocal, a new alert will be created for you to receive 1 booster shot.

Attach a file from either:
- My Documents
- Your computer or flash drive

Or download the fax/mail requirement cover page

(5) Varicella (Chicken Pox) – needs documentation from your clinical/health care provider

School forms are NOT acceptable for this requirement. Proof of immunization MUST be on medically provided documentation from your clinic/health care provider.

Documentation of one of the following is required:

- 1 vaccination OR
- Positive antibody titer

If the titer is negative or equivocal, student must have 1 booster shot.

Attach a file from either:
- My Documents
- Your computer or flash drive

Or download the fax/mail requirement cover page
(6) Hepatitis B – needs documentation from your clinical/health care provider

School forms are NOT acceptable for this requirement. Proof of immunization MUST be on medically provided documentation from your clinic/health care provider.

Documentation of one of the following is required:

- 3 vaccinations OR
- positive antibody titer.

If the series is in process new alerts will be created for you to complete the series.

If the titer is negative or equivocal, student must provide 1 booster shot.

(7) TB Skin Test (two steps) – needs documentation from your clinical/health care provider

School forms are NOT acceptable for this requirement. Proof of immunization MUST be on medically provided documentation from your clinic/health care provider.

Documentation of one of the following is required:

- Two consecutive annual tests (between 1 week and 12 months between tests) OR
- QuantiFERON Gold Blood Test (lab report required) OR
- if positive results, provide a clear chest x-ray (lab report required).

Renewal date will be set for 1 year.

Upon renewal submit one of the following:

- 1 step TB Skin test OR
- QuantiFERON Gold Blood Test (lab report required) OR
- if positive results, provide a clear chest x-ray (lab report required).

Physician verification of results acceptable instead of lab reports.
(8) **Tetanus** – needs documentation from your clinical/health care provider

School forms are NOT acceptable for this requirement. Proof of immunization MUST be on medically provided documentation from your clinic/health care provider.

Documentation of a Tetanus booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.

Attach a file from either:
- My Documents
- Your computer or flash drive

Or download the fax/mail requirement cover page

(9) **Influenza** – needs documentation from your clinical/health care provider

School forms are NOT acceptable for this requirement. Proof of immunization MUST be on medically provided documentation from your clinic/health care provider.

Submit documentation of a flu shot administered during the current flu season. Documentation does NOT need to indicate that the vaccination you received is from a batch for the current flu season.

The renewal date will be set for September 1st of the following flu season.

Attach a file from either:
- My Documents
- Your computer or flash drive

Or download the fax/mail requirement cover page
☐ Complete the Functional Ability Requirement

This form outlines the physical and mental skills and abilities necessary to become a nursing assistant with or without accommodations.

(10) Functional Ability – needs to be downloaded, filled out, and uploaded back to CastleBranch

☐ Complete the Acknowledgement of Risks Requirement

(11) Acknowledgement of Risks – needs to be downloaded, filled out, and uploaded back to CastleBranch
Complete the CPR Certification – Advanced Nursing Assistant ONLY

Document Manager CPR Certification: (1) CPR Certification

ATTENTION: Any student who is planning on taking the Nursing Assistant-Advanced course – please note that American Heart Association BLS (Health Care Provider CPR) is required. Please upload a copy of your current CPR card to fulfill this requirement, which will then allow you to register for the class.

This is not needed for the Basic Nursing Assistant class.

Complete the Health Insurance Requirement – required for all Nursing Assistant classes
Complete the Single TB Skin Test – Advanced Nursing Assistant ONLY

Advanced CNA Single TB: (1) Single TB Skin Test

You will only upload this additional TB test if you are taking the Advanced Nursing Assistant class. This is not needed for the Basic Nursing Assistant class.

For assistance…
Please contact CastleBranch: Monday-Friday from 8 AM to 8 PM EST at (888) 723-4263.

What’s next?

Once all clinical requirements (Clinical Requirements, Functional Ability, Acknowledgement of Risks, CPR Certification (Advanced Nursing Assistant ONLY), Health Insurance, and Single TB Skin Test (Advanced Nursing Assistant ONLY) have been accepted and say “Complete” in CastleBranch, you will be sent a letter notifying you that you are eligible to register for Nursing Assistant classes.

Check course availability and registration dates. Registration for nursing assistant courses is all online. If you do not get into a course, you are encouraged to waitlist yourself and check your BTC email for notification of an opening. You will have 48 hours to register online. You can watch the website as students occasionally drop before a course starts; however, waitlisted students will be offered the spots first.