



Continuing Students Nursing Requirements

As a student continuing your professional studies, we are providing the following information to help prepare for the start of the semester. **The following requirements must be completed by December 1st.**

- **CastleBranch Clearance**

- <https://portal.castlebranch.com/lk25>
- Follow the link to place an order:
 - New students OR Continuing Students that have expired clearances – **ON21**: New Students (This package includes a Background Check, Drug Test, Compliance Tracker, HIPAA and OSHA certifications). If continuing in program classification = unclassified
 - Continuing students Spring 2018 ONLY – **ON21ex**: Continuing Students (This package includes just the document tracker). Select this one if **ALL** of your associated documents are current. If you have an expired drug test, background check, HIPAA or OSHA, use package ON21: New Students. Classification = unclassified.
 - Continuing students – **ON21R: Recheck** – (This package is for students who already have a document tracker but need to update their background check, drug screens, HIPAA and OSHA).
- Follow the instructions and upload all forms
 - Health forms – titers, health clearance, vaccines – must see your provider to complete and must be on LIU document
 - Background check – completed once registered
 - Drug screen – register and go to an approved laboratory site
 - HIPAA and OSHA completion certificates – completed through CastleBranch
 - Confidentiality Agreement – signed
 - Health Information Release Form – signed
 - American Heart Association BLS course completion
- Other important documents can be found online at:
<http://liu.edu/Brooklyn/Academics/Harriet-Rothkopf-Heilbrunn-School-of-Nursing/Clinical-Information>