

**Harriet Rothkopf Heilbrunn School of Nursing  
Long Island University  
Clinical Clearance Instructions**

## Graduate Nursing Program Requirements

Welcome to the Harriet Rothkopf Heilbrunn School of Nursing at Long Island University. We are providing the following information to help prepare you for the start of the semester. **The following requirements must be completed by August 1<sup>st</sup> for Fall Semester, December 1<sup>st</sup> for Spring Semester, and May 1<sup>st</sup> for Summer Semester.**

- **CastleBranch Clearance**
  - <https://portal.CastleBranch.com/lk25>
  - Follow the link to place an order:
    - **New students** – **ON21**: New Students (This package includes a Background Check, Drug Test, Compliance Tracker, HIPAA and OSHA certifications).
    - **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/or OSHA).
  - Follow the instructions and upload all forms
    - Health forms – titers, health clearance, vaccines – must see your provider to complete and must be on the LIU form
    - Background check – completed once registered
    - Drug screen – register and go to an approved laboratory site
    - HIPAA and OSHA completion certificates – completed through CastleBranch
    - American Heart Association Basic Life Support (BLS) for Healthcare Provider Certification
    - Confidentiality Agreement – signed
    - Health Information Release Form – signed
    - Professional Liability Insurance – Nurse Practitioner Student
    - Valid New York State Professional Registered Nurse License and Registration
    - Health clearance forms, TB tests, background checks, drugs screens, HIPAA and OSHA, professional liability insurance, NYS professional registered nurse license, and influenza vaccine must be completed annually (every year)
- **Other important documents can be found online at: <http://liu.edu/Brooklyn/Academics/Harriet-Rothkopf-Heilbrunn-School-of-Nursing/Clinical-Information>**