

CLINICAL CHECKOFF SHEET
Occupational Therapy Assistant Program

- All clinical requirements are processed through CastleBranch.** Instructions on how to get your account set up in CastleBranch and get started with your clinical requirements will be provided separately. There is a **\$20.00*** fee to initially set up your CastleBranch account. This is a one-time fee and offers lifetime access, including access to view and print each of your records.
- Background Check** – Processed through CastleBranch. DO NOT order this until you are given the go-ahead by your Clinical Coordinator.
- Drug Screen** – Processed through CastleBranch. You can order this at any time, but do not give the sample until you are given the go-ahead by your Clinical Coordinator.
- Immunizations** – Submit proof of each immunization. Immunizations required:
 - MMR – 2 doses or a positive titer
 - Varicella/Chicken Pox – 2 doses or a positive titer only (no history of disease)
 - Hepatitis B – 3 doses or a positive titer
 - Tuberculosis (TB) – 2-step PPD (if it's been more than 15 months), 1-step PPD, blood test, or x-ray are acceptable; good for 12 months (x-rays good for 5 years)
 - Tetanus – any tetanus vaccine; good for 10 years
 - Influenza (Due Nov 1 of each season)
- COVID-19** – Submit documentation of your COVID-19 vaccination(s). All required doses must be complete before submitting documentation.
- CPR Certification** – Submit a copy of front and back of card. **American Heart Association's Basic Life Support (BLS) CPR is the only CPR accepted for clinical rotations.**
- Health Insurance** – Submit copy of the front and back of your insurance card. A letter from your insurance company stating the start date of service is acceptable if you do not have a card yet.
- Physical Examination** – Page 6 of the Health Record Form may be used. However, any physical examination within the last 12 months may be submitted if it has signed by a Healthcare Provider.

Break down of Costs

CastleBranch Account Set-Up:	\$20.00
Full Background Check:	\$66.00
Drug Screen:	\$40.00

Clinical Clearance Coordinator

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