Please read the entire Program Application Packet. If you have any questions or do not fully understand any part of it, contact the program coordinator at 512-223-7119. For students under 22, please review meningitis requirements [http://www.austincc.edu/apply-and-register/enrollment-steps/comply-with-meningitis-law/meningitis-compliance-steps](http://www.austincc.edu/apply-and-register/enrollment-steps/comply-with-meningitis-law/meningitis-compliance-steps)

Re-Entry Nursing students who enter the clinical setting (i.e. clinic, hospital, other) during the Clinical course must meet “Community Standards” concerning criminal background, drug screening and state vaccination requirements. Student may not register for the Clinical course (RNSG 1060 or VNSG 1060) unless they have submitted a completed application and been approved. Students may register and begin the Re-Entry Nursing Update or LVN Refresher Theory courses (RNSG 1006 or VNSG 2033) prior to submitting a completed application. Completion of the skills lab course (RNSG 2022) is required prior to submission of the application.

Read and review the clinical immunization requirements, which may be found on the following pages Immunizations Part 1 and Part 2.

Note: Some immunizations, the criminal background check and drug screen are time-sensitive. See Immunizations Part 1 & 2. The drug screen is valid for 30 days. A DRUG SCREEN SHOULD NOT BE DONE UNTIL INSTRUCTED TO DO SO BY THE CLINICAL PLACEMENT COORDINATOR.

Documentation of immunizations ARE required at the time of application. Clinical applications are NOT accepted without completed immunization documentation. Vaccines administered on or after September 1, 1991, must include mm/dd/yy each vaccine was given. Physician-documented history of disease and serum titers must be the date of diagnosis or test collection, not when the form was signed by a health care provider.
I have read and understand all information included as part of this application.

_____________________________  ____________________
Signature of Applicant          Date

**It is the student's responsibility to:**
Return this completed application to the Re-Entry Nurse Clinical Coordinator ACC Highland Business Center (HBC) 4th floor, 5930 Middle Fiskville Road, Austin, Texas, 78752 or by fax 512-223-7749. For assistance, please call Barbara Hanley 512-223-7119.

---

**For Continuing Education Office Use Only**

☐ Accepted  ☐ Rejected

Application Received – Date: ______________

Added/Verified to Database – Date: ______________

Petitioned – Date: ______________

Reviewed By: ________________________________  Date: ______________

Print Name and Phone Extension

Student Advised of Status – Date: ______________  ☐ by email  ☐ by mail  ☐ by phone  ☐ by message  ☐ in person

Updated: February 2017 (VDD)  Nurse Re-Entry
Re-Entry Nurse Clinical Application Checklist

_____ Completion of Immunizations forms Part I and Part II

_____ Copy of Skills Checklist from Skills Lab days

_____ Completion of a single page resume

_____ Current CPR Certification for Health Professionals from the American Heart Association

_____ Take and complete required HIPAA training module found on the college website at http://www.austincc.edu/hipaa/training/health_science_hipaa.php. Attach three-page confidentiality agreement initialed and signed.

_____ Copy of Temporary Permit to complete a Clinical Preceptorship from the Texas Board of Nursing OR proof of Current Texas Nursing license

_____ Copy of health insurance card
ESSENTIAL PHYSICAL COMPETENCIES FOR NURSING

In response to the Americans with Disabilities Act, a national survey of administrators of health care facilities, which employ nurses, validated a list of essential competencies a nurse must possess in order to function safely and effectively in a variety of clinical settings. Results indicate that relative high numbers of activities were identified in each essential competency category by the health care agencies as being necessary for nursing practice.

These competencies include:

- extended walking and standing daily
- ability to grasp, push, and/or pull
- ability to bend and stoop
- moving quickly in response to an emergency
- using upper body movements
- ability to reach
- carrying and moving equipment
- reaching and/or lifting

Other essential competencies identified for nursing care include:

- vision that allows detecting physical changes
- hearing that allows responding to physical and verbal cues
- a sense of touch that allows for assessment and palpitation

Adaptations most frequently reported as being used by nursing staff were hearing aids, adaptive phones, and calculators. This is posted for general information only. Individual nursing programs and employers will have a specific set of criteria related to physical competencies for nursing students and / or employees.
# Immunizations and Tests

**Required by State Law/Clinical Facilities**

<table>
<thead>
<tr>
<th>Name:</th>
<th>ACC ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Date of Birth:</td>
</tr>
</tbody>
</table>

*Measles, Mumps, Rubella (MMR)/Varicella vaccines if not given on same day MUST be 28 days apart. ALL DATES MUST INCLUDE MONTH, DAY AND YEAR.*

## Measles (Rubeola), Mumps & Rubella (MMR)

| A. Two doses of Measles, Mumps, Rubella (MMR) vaccine on or after their first birthday and at least 28 days apart | Date #1: |
| OR | |
| B. Serologic test positive for Measles antibody | Date of Collection:  
|  
|  ____Positive Result  ____Negative Result |
| B. Serologic test positive for Mumps antibody | Date of Collection:  
|  
|  ____Positive Result  ____Negative Result |
| B. Serologic test positive for Rubella antibody | Date of Collection:  
|  
|  ____Positive Result  ____Negative Result |

## Varicella

| A. Two doses of Varicella vaccine on or after their first birthday and at least 28 days apart (Only one dose of Varicella vaccine is needed if the student received first dose before the age of thirteen (13)). | Date #1: |
| OR | |
| B. Serologic test positive for Varicella antibody | Date of Collection:  
|  
|  ____Positive Result  ____Negative Result |
| C. Physician documented history of Varicella (Chicken Pox) | Disease Date: |

## Hepatitis B

| A. Dose 1 (initial dose) | Date #1: |
| A. Dose 2 (minimum 4 weeks after date #1) | Date #2: |
| A. Dose 3 (minimum 8 weeks after date #2 and minimum 16 weeks after date #1) | Date #3: |
| OR | |
| B. Serologic test positive for Hepatitis B antibody | Date of Collection:  
|  
|  ____Positive Result  ____Negative Result |

## Tdap

| A. Must be current within the last 10 years. | Date: |

---

**Physician or Approved Licensed Health Professional Information:** Date of signature must be after last immunization or additional immunizations must be signed and dated separately. Validates all information above.

Printed Name

Address

Signature  
Date

Revised 11/3/15
Order Instructions for  
**Austin Community College - CE Nurse Re-Entry**

1. Go to https://mycb.castlebranch.com/

2. In the upper right hand corner, enter the Package Code that is below.

**Package Code UL44im: Phase 1**

---

### About

**About CastleBranch**

Austin Community College - CE Nurse Re-Entry has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

### Order Summary

#### Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

#### Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

### Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit https://mycb.castlebranch.com/help for further information.
Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University's resources

Submitting Through myCB

- Click To-Do Lists within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click Browse next to Your Computer or Flash Drive
- Select file(s) needed, one at a time
- Hit Submit

Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click Remove Document and re-attach the correct version.

Replacing Rejected Documents

- Read the rejected reason
- Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.
Submitting Documents

FAXING DIRECTLY TO REQUIREMENTS

Following the steps below will result in your documents automatically attaching to their specific requirements, designated by their included cover letters.

Print Cover Letters

☐ Click To-Do Lists within the myCB panel on the left
☐ Expand the requirement you wish to upload to
☐ Click Download at the bottom
☐ Read and close the warning prompt
☐ Print the cover letter
☐ Follow the directions on the cover sheet
☐ Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER

Following the steps below will result in your documents going into your myCB document center, where you will need to attach them to each requirement individually.

Print Cover Letter

☐ Click Document Center within the myCB panel on the left
☐ Click Print/Fax Mail Cover Sheet on far right
☐ Read and close the warning prompt
☐ Print the cover sheet
☐ Follow the directions on the cover sheet
☐ Faxed documents will display under My Documents within the Faxed folder

Submit Through myCB

☐ Click To-Do Lists within the myCB panel on the left
☐ Expand the requirement you wish to upload to
☐ Click Browse next to My Documents
☐ Choose the Faxed folder
☐ Pick document needed
☐ Hit Submit
MERGING FAXED PAGES

If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages

1. Click Document Center
2. Find the Faxed/Mailed Documents folder
3. Select one file you wish to merge with another
4. Click Add PDF to Merge Queue
5. Repeat until all pages you wish to merge are queued
6. Select Merge These Documents at the top right
7. All merged files can be found in the Merged Files folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters

1. Click To-Do Lists within the myCB panel on the left
2. Expand the requirement you wish to mail in
3. Click Download at the bottom
4. Read and close the warning prompt
5. Print the cover letter
6. Repeat for all requirements to be sent in
7. Mail to:
   CastleBranch
   1844 Sir Tyler Drive
   Wilmington, NC 28405
   Attn: TDL Document Center

Note: Pages mailed to CastleBranch should be ordered accordingly:

   Cover letter A, document A
   Cover letter B, document B