

Clinical Requirements Completed via CastleBranch Updated 12/9/25

This guide is for prospective students and continuing students in the City Tech Nursing Program.

Please use the following information as a guide to assist you in completing your clinical requirements.

All City Tech nursing students are required to create and maintain a City Tech CastleBranch account. CastleBranch is an external company that tracks and validates compliance with clinical requirements. Students are required to adhere to the regulations, standards, and guidelines established by the Nursing Department and the partnering hospitals for their clinical facilities.

If you have applied to the nursing program but have not yet received official acceptance, **DO NOT** purchase a CastleBranch account until you receive your official acceptance notice. After you receive official acceptance into the program, use the codes provided by Clinical Clearance to purchase your CastleBranch account. The account will include a drug test, a background check and a compliance tracker. The compliance tracker is a custom list of requirements based on the requirements of the clinical sites. You must provide documentation or respond to specific questions in each of the requirements to obtain clinical clearance.

Before uploading your documents to CastleBranch, ensure that they are clear and easily readable. Once you have uploaded your documents, the status of each document will change to “**Pending Review**”. It can take several days for CastleBranch to review submitted documents. Submit all required documents well in advance of the due date to allow time for review and/or resubmission. You will see a green check mark by each completed item.

Documents may be rejected if they are illegible, loaded to the wrong requirement, or do not meet the specific guidelines. If CastleBranch rejects your document, alertly review the reason for the rejection, correct the identified issue, and upload the revised document. Do not re-upload the exact same file. Contact CastleBranch or the Clinical Clearance Office if you require further guidance.

Although CastleBranch sends email reminders 60 days and 30 days before requirement due dates—excluding drug tests and background checks—it is your responsibility to address these alerts and maintain your clinical clearance status throughout the semester. If the expiration date is approaching, you will need to renew the requirement by the renewal date indicated on your CastleBranch account. 21 days before the requirement is due, CastleBranch will populate your tracker with a alert for uploading documents. For example, if your Fit test is set to expire on November 15, Castlebranch will allow you to upload it on October 24.

However, we strongly recommend that you renew any requirements that will expire during the semester at the beginning of the semester. This ensures you will not need to address renewals while classes and clinicals are underway. For example, if the semester begins in late August and your CPR/BLS certification expires on November 15, you should renew it before the semester starts. In order to facilitate an early submission, of your documents, you must contact CastleBranch and request that the requirement be opened.

Please note that failure to provide your requirements by their due dates or to renew them by their expiration dates will affect your eligibility to participate in the clinical component of the program. You will not be permitted to attend your next clinical after an expiration date if your documents are not submitted and approved.

For the most up-to-date versions of forms listed in this document, please download them from the link below or from going to the Nursing Department's webpage under "**Student Resources**" and "**Clinical Requirements.**" [Clinical Requirements](#). **These forms and CastleBranch requirements are currently being updated.**

CastleBranch Requirements

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For questions, contact Clinical Clearance
Email: pamela.drake64@citytech.cuny.edu

Clinical Requirement	Description of Requirement	Frequency
<p>A.</p> <p>Drug Test & Compliance Tracker (Purchase as a Package)</p>	<p>Order a Drug Test and Compliance Tracker in CastleBranch using the package code: *UJ95dtim.</p> <p>Steps for Drug Test:</p> <p>Select a collection site, and you will receive your registration form within 24 business hours of placing your order. Complete the drug test within 48 hours after placing the order. Present the registration form to the collection site to undergo your drug test and your results will automatically be sent to your CastleBranch account.</p> <ul style="list-style-type: none"> • If the result is negative, no further action is required. • If the result is positive, the Medical Review Officer (MRO) will attempt to contact you to request additional information. If the result is deemed to be positive due to a legitimate medical reason, it will be reported as negative. If no such reason can be found, it will be reported as positive. • If the result is dilute negative, the test is inconclusive, and you must retake the test to obtain a valid negative result. • Clinical Clearance will inform you if additional drug tests are required based on the results and the specific clinical site. <p>Steps for Compliance Tracker:</p> <p>The Compliance Tracker contains the following compliance requirements required for immunization, medical training, and certifications in your “To-Do List”:</p> <ul style="list-style-type: none"> • Physical Examination Form • Measles, Mumps, and Rubella (MMR) Vaccination • Varicella Vaccination • Hepatitis B • Tetanus, Diphtheria, Acellular Pertussis (Tdap) • Tuberculosis (TB) • TB Questionnaire • Influenza (Flu) Vaccination • Fit Test • CPR/BLS Health Professional Certification • COVID-19 Vaccination • COVID-19 Booster Vaccination • Controlled Substances and Alcohol Attestation Form • Mandatory Nursing Department Forms (See below) 	<p>This is required each Semester. For renewal, order a drug test as instructed using the code: UJ95dt.</p> <p>Clinical Clearance will provide the exact dates when you must complete this requirement each semester.</p> <p>Compliance Tracker: Documents must be updated if/when required.</p>

<p>B.</p> <p>Background Check</p>	<p>Order a Background Check in CastleBranch using the code: UJ95bg and your results will automatically be sent to your CastleBranch account.</p>	<p>This is an annual requirement. For renewal, order a background check as</p>
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	<ul style="list-style-type: none"> • If additional information is required, an orange exclamation point icon will appear below your background check “To-Do List”. Click on the icon to view the alert and update your information. • If your background check returns a record and you wish to dispute the finding, complete the “Criminal/Civil Records Dispute” form or contact CastleBranch service desk. • Clinical Clearance will inform you if additional background checks are required based on the results and the specific clinical site. 	<p>instructed using the code: UJ95bg.</p> <p>Clinical Clearance will provide the exact dates when you must complete this requirement.</p>
<p>C.</p> <p>Physical Examination Form</p>	<p>Complete and submit the School Physical Examination Form.</p> <ul style="list-style-type: none"> • Ensure that you complete the top section of the form with your name, school ID number, and your current or upcoming semester. • Ensure that your healthcare provider completes the remaining sections (including circling “YES” or “NO” to the questions on page 2 regarding your emotional/mental state and physical ability) and that it is signed, dated, and stamped (if a stamp is available). • Note: You are NOT required to obtain new bloodwork when renewing for annual physical (except for TB blood testing). 	<p>This is an annual requirement. The renewal date will be set 1 year from the date of exam.</p> <p>May be required before 12 months by certain clinical facilities.</p> <p>For renewal, submit as instructed.</p>
<p>D.</p> <p>Measles, Mumps, and Rubella (MMR) Vaccination</p> <p>If any component of your titers is non-immune/negative or equivocal/low, you must get the two-dose MMR vaccine series and then repeat the titer.</p>	<p>Submit titer lab report for all three components of the MMR Vaccination.</p> <p>If all three titers are immune/positive, submit titer lab reports and no further action is required.</p> <p>If any titer component is non-immune/negative or equivocal/low, submit titer lab reports ALONG WITH the documentation of first vaccine dose (received after the titer). A new alert will be generated for the second vaccine dose followed by a new alert for repeat titer testing.</p> <p>If any titer component remains non-immune/negative or equivocal/low after repeat titers, follow up with your healthcare provider for evaluation and contact Clinical Clearance for further guidance.</p>	<p>This is a one-time requirement to start the program. No renewal is required.</p>

<p>E.</p> <p>Varicella Vaccination</p>	<p>Submit titer lab report for the Varicella Vaccination.</p> <p>If titer is immune/positive, submit titer lab report and no further action is required.</p>	<p>This is a one-time requirement to start the program. No renewal is required.</p>
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<p>If your titer is non-immune/negative or equivocal/low, you must get the two-dose Varicella vaccine series and then repeat the titer.</p>	<p>If titer is non-immune/negative or equivocal/low, submit titer lab report ALONG WITH the documentation of first vaccine dose (received after the titer). A new alert will be generated for the second vaccine dose followed by a new alert for a repeat titer. If titer remains non-immune/negative or equivocal/low after repeat testing, follow up with your healthcare provider for evaluation and contact Clinical Clearance for further guidance.</p>	
<p>F.</p> <p>Hepatitis B Vaccination</p> <p>If your surface antibody is non-immune/negative, you MUST get the Hepatitis B vaccine series (two doses or three doses depending on brand) and then repeat the titer.</p>	<p>Submit titer lab reports for the Hepatitis B vaccination.</p> <p>If surface antibody titer is immune/positive and surface antigen titer is negative, submit titer lab reports and no further action is required.</p> <p>If surface antibody titer is non-immune/negative and surface antigen titer is negative, submit titer lab reports ALONG WITH the documentation of first vaccine dose (received after the titers). New alerts will be generated for the second/third vaccine doses followed by a new alert for repeat titer testing. If surface antibody titer remains non-immune/negative or equivocal/low after repeat testing, follow up with your healthcare provider for evaluation and contact Clinical Clearance for further guidance.</p> <p>If your surface antibody titer is non-immune/negative and surface antigen titer is positive, you SHOULD NOT receive the vaccination but should follow up with your healthcare provider for evaluation and contact Clinical Clearance for further guidance.</p> <p>Alternatively: If you are not immune, and DO NOT wish to get the Hepatitis vaccine doses, submit your titer lab reports ALONG WITH the Hepatitis B Vaccine Declination Form and no further action is required.</p>	<p>This is a one-time requirement to start the program. No renewal is required.</p>
<p>G.</p> <p>Tetanus, Diphtheria, Acellular Pertussis (Tdap)</p>	<p>Submit proof of a Tdap Vaccination (documented on a lab report or an official vaccination record) administered within the last 10 years.</p> <ul style="list-style-type: none"> The school physical examination form is NOT acceptable as proof of Tdap vaccination. You must upload a separate document. 	<p>The renewal date will be set 10 years from the administration date.</p>

<p>H.</p> <p>Tuberculosis (TB)</p>	<p>Submit QuantIFERON TB blood test lab report. Skin tests are NOT accepted.</p> <p>If the TB test is negative, no further action is required.</p>	<p>This is an annual requirement. The renewal date will be set 1 year from the administered date.</p>
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	<p>If the TB test is positive or indeterminate, upload the following all at the same time:</p> <ul style="list-style-type: none"> • The TB lab report • A clear chest x-ray report • A clearance letter from your healthcare provider 	<p>Additional tests/assessments may be required.</p> <p>For renewals submit as instructed.</p> <p>Note that an x-ray NOT is required for renewals.</p>
TB Questionnaire	<p>Complete and submit TB Questionnaire.</p> <ul style="list-style-type: none"> • If you have answered “NO” to ALL of the questions on the TB Questionnaire, no further action is required. • If you have answered “YES” to any of the question on the TB Questionnaire (even if your TB test is negative), ALONG WITH the questionnaire, you MUST upload a clearance letter from your healthcare provider to rule out active tuberculosis. 	<p>This is an annual requirement. The renewal date will be set 1 year from the administered date.</p> <p>Additional tests/assessments may be required.</p> <p>For renewals submit as instructed.</p>
J. Influenza (Flu) Vaccination	<p>Submit proof of current season Influenza Vaccination.</p> <p>Ensure documentation includes your name, date of birth, vaccine manufacturer, lot #, and the date(s) the vaccine was administered.</p> <p>Documentation must be submitted on one of the following:</p> <ul style="list-style-type: none"> • The Influenza Vaccination Documentation Form • The Physical Examination Form • Documentation from the vaccine provider (e.g., such as a pharmacy or a healthcare clinic. <p>A pharmacy receipt is not an acceptable proof of flu vaccination.</p>	<p>This is a seasonal requirement. The renewal date will be set for August 1st of each year.</p> <p>You must get the influenza vaccine as soon as it becomes available at any provider.</p> <p>For renewals, submit as instructed.</p>

K. Fit Test	<p>Submit proof of Fit Test Certification.</p> <p>You must be tested for the following two masks provided by the nursing department:</p> <ul style="list-style-type: none"> • Honeywell DC365 N95 	<p>This is an annual requirement. The renewal date will be set 1 year from the administration date.</p>
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	<ul style="list-style-type: none"> • 3M Aura 9205 N95 <p>Ensure documentation includes your full name, the respirator used (make, model, material and size), the fit test method, the fit test administration date, the Fit test result (pass/fail), and the Fit tester information.</p> <p>If you fail any of the fit tests please contact Clinical Clearance for further guidance.</p> <ul style="list-style-type: none"> • On-campus fit testing information will be provided by the Nursing Department. Off campus fit testing is available at CPR123 at (516) 640-5372 to schedule an appointment (Site recommended). • For off-campus testing, you may pick up the masks from the Nursing Department, prior to your appointment. • Fit testing may be completed at an alternative site of your choice, but the certification must indicate that you passed the fit test. 	<p>For renewal, submit as instructed.</p>
<p>L.</p> <p>CPR/BLS Health Professional Certification</p>	<p>Submit valid CPR/BLS certification (completed within the past two years).</p> <ul style="list-style-type: none"> • American Heart Association (AHA) Basic Life Support (BLS) training required. American Red Cross training is NOT accepted. • Online courses must include an in-person, hands-on skills session for approval. • On-campus CPR/BLS training will be offered for incoming students only (information will be provided by the Nursing Department). • Off-campus training is available at: <ul style="list-style-type: none"> ○ CPR 123 at (516) 640-5372, https://cpr123.com ○ American Heart Association https://cpr.heart.org/en/. 	<p>This is a biennial requirement. The renewal date will be set 2 years from the completion date.</p> <p>For renewal, submit as instructed.</p>

<p>M.</p> <p>COVID-19 Vaccination</p>	<p>Submit proof of COVID-19 vaccination (either a two-dose or single-dose series).</p> <p>If you received a two-dose series, BOTH doses must be submitted together for approval.</p>	<p>This is a one-time requirement to start the program. No renewal is required.</p>
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	<p>Ensure that your documentation includes your name, date of birth, vaccine manufacturer, lot #, and the date(s) the vaccine was administered.</p> <p>If you need a copy of your vaccine record and your vaccine provider reported it to the City, you may obtain it at: https://myvaccinerecord.cityofnewyork.us/myrecord/</p>	
<p>N.</p> <p>COVID-19 Booster Vaccination</p> <p><i>Proof of COVID Booster is not currently required but is subject to change depending on state and local health policies.</i></p>	<p>Submit poof of COVID-19 Booster vaccination if received.</p> <ul style="list-style-type: none"> • Ensure documentation includes your name, date of birth, vaccine manufacturer, lot #, and the date(s) the vaccine was administered. • If you did not receive a COVID-19 Booster vaccination, answer “NO” to the question and the requirement will be marked as complete. 	If/when administered
<p>O.</p> <p>Controlled Substances and Alcohol Attestation Form</p>	<p>Complete and submit the Controlled Substances and Alcohol Attestation Form.</p>	<p>This is an annual requirement. The renewal date will be set 1 year from the submission date.</p> <p>For renewal, submit as instructed.</p>

<p>P.</p> <p>Mandatory Nursing Department Forms</p>	<p>Complete and submit the following Mandatory Nursing Department Forms.</p> <ul style="list-style-type: none"> • Code of Conduct (one-time) • Consent and Release Form (one-time) • FERPA Release Form (one-time) • Field & Clinical Placement Agreement (one-time) 	<p>These are annual and one-time requirements to start the program.</p>
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- Notice on Criminal Background Checks (one-time)
- **Nursing Student Continuation Agreement (Annual)**
- Nursing Student Handbook Acknowledgment (one-time)
- NYS Nursing Program Survey (one-time)
- Permission to Use Student Work (one-time)

These forms should only be downloaded from the Nursing Department's webpage [Clinical Requirements](#). Other forms are outdated.

If you are a continuing student (2nd Semester and above), you have already met all the listed one-time requirements in Meditrek.