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CITY TECH

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Castlebranch Requirements (For Students)
Revised 6/4/25

Please carefully review this document. If you have any questions about any of the requirements below, please contact Ms. Drake at pamela.drake64@citytech.cuny.edu.

Instructions:
You must create a Castlebranch account for the health and safety requirements, which includes a drug test, a compliance tracker (for immunizations, etc.), and a background check. You must use the codes specified below to create your account. Once you create your account, Castlebranch will add the items you require to your "**To-Do-List**."

Please Note: Castlebranch does not send reminders for your drug test or background check and they will not appear on your "**To-Do-List**". The drug test is a semester requirement and must be renewed every semester. The background check is an annual requirement and must be renewed every year. It is your responsibility to track their expiration dates, along with all other requirements.

For verification, your documents must be clear and easily readable, otherwise, Castlebranch will not accept them and may reject your submission due to illegibility; ensure your documents are scanned properly and contain all necessary information without any blurry or unclear details.

Requirement	Details
Drug test, Compliance Tracker and Background Check	
To set up your Castlebranch account for the first time, use the following two codes: **(For incoming Semester Students)** (1) Drug Test & Compliance Tracker: **UJ95dtim** (2) Background Check: **UJ95bg** To renew your drug test and background check after the first time, use the following codes: **(For Continuing Students)** (1) Drug Test: **UJ95dt** (2) Recheck Background Check: **UJ95r** https://mycb.Castlebranch.com/online_submission/package_code.php	• For drug test, use **only** approved labs listed in Castlebranch. • Your test results will be sent directly to Castlebranch. • Background check renewal is required every year. • Drug test renewal is required every semester at a time specified by the Nursing Department. • A student may be required to complete more than one drug test and criminal background check during the course of the Nursing program, depending on site requirements. • For negative incident findings or positive test results, see Nursing Student Handbook.
Hepatitis B	
Upload one of the following: • Completion of a 2 or 3 vaccination series and a positive antibody titer **OR** • A positive antibody titer without vaccinations **OR**	• New prompts will be generated for each step in the process, and lab reports are required at each stage. • If you submitted a Declination form but afterwards, completed the vaccine series, you must remove the

	Declination form and upload the lab report for your full vaccine series. • If your Hep B requirement is marked as 'Complete", you will need to contact Castlebranch customer service to ask them to open your Hep B requirement to allow you to upload your latest document. • One-time submission. No renewal required. **IMPORTANT:** The "In Progress" form is no longer accepted.
• A Signed Hepatitis B Declination form available on the Nursing Department's resource webpage. • If the titer is negative or equivocal, a repeat vaccine series and titer are necessary. Hepatitis B Vaccine Declination/In Progress Form	

Varicella (Chicken Pox)	
Upload a positive antibody titer. • Submit a positive Quantitative antibody titer (lab report required with reference range included). • If the titer is negative or equivocal, a repeat vaccine series and titer are necessary.	• New prompts will be generated for each step in the process, and lab reports are required at each stage. • One-time submission. No renewal required.

Measles, Mumps & Rubella (MMR)	
Upload a positive antibody titer information for all three components. • If the titer is negative or equivocal, a repeat vaccine series and titer are necessary.	• New prompts will be generated for each step in the process, and lab reports are required at each stage. • One-time submission. No renewal required.

Tuberculosis (TB) (QuantiFERON testing/PPD)	
Upload the following lab report: • Proof of a negative QuantiFERON-TB Gold Plus blood test administered within the past 12 months. • Upload TB Questionnaire along with TB lab report. • If the test result is positive, upload positive test results along with a clear chest X-ray report. • **Important Notice**: A skin test is no longer accepted.	• If more than 12 months have passed since your chest X-ray, you must provide a physician clearance document on official letterhead and dated within the past 12 months. • New prompts will be generated for each step in the process, and lab reports are required at each stage. • A renewal is required every year **or sooner if requested by certain clinical facility.**

Influenza Vaccine	
Upload one of the following options: • The Influenza Vaccination Documentation form **OR** • The Physical Examination form **(flu section completed by your healthcare provider)**. Influenza Vaccination Documentation Form Physical Examination Form	• The document must include your name, date you received the vaccine, the Lot #, and expiration date. • Your healthcare provider or the vaccine administrator must stamp, sign, and date the form. • A renewal is required every year.

Tetanus, Diphtheria, & Pertussis (Tdap)	
Upload your Tdap vaccine documentation (lab report or vaccination record).	• Vaccine must be dated within the past 10 years.

Physical Examination	
Upload **both** pages of your Physical Examination Form. Physical Examination Form	• The form must include your name and must be completed and signed on both pages by your healthcare provider. • A renewal is required every year.

CPR/BLS Health Professional Certification	
Upload your CPR/BLS certificate of completion https://cpr.heart.org/en/	• A renewal is required every two years. • CPR must be from the AHA BLS course or AHA certified course provider.

	• CPR/BLS training must be in-person.
Professional License	
If you are not a BS Post-Licensure student, answer "Yes" to the question and upload a copy of your professional license if you are a BS Post-Licensure student. If you are not a BS Post-Licensure student, answer "No" to the question.	• If your license does not include the expiration date, you must provide verification of licensure through the state website. • The renewal date will be based on the expiration of licensure.
Health Insurance Portability and Accountability Act (HIPAA)	
Review and upload the first 4 pages **only** of the HIPAA training material. **HIPAA Training**	• One-time submission. No renewal required
Occupational Safety and Health Administration (OSHA)	
Review and upload signed OSHA Attestation form (Upload signed page only) OSHA	• One-time submission. No renewal required.
Code of Conduct	
Review the Code of Conduct form located on the Nursing Department Student Resources web-page. Then in Castlebranch, confirm that you agree to abide by the Code of Conduct. Code of Conduct	• The signed acknowledge form must be uploaded to Meditrek. • One-time submission. No renewal required.
Child Abuse Mandatory Reporting	
Complete and upload the Mandated Reporter Training certificate: Identifying and Reporting Child Abuse and Maltreatment certificate of completion. https://ocfs.ny.gov/programs/cps/mandated-reporter-training.php.	• One-time submission. No renewal required.
Infection Control	
Complete and upload the following two certificates of completion: • The Concept of Infection Control. • The Nursing Home Infection Preventionist Training Course. Infection Control Project Firstline	Infection Prevention Resources	ANA (nursingworld.org)	• Both certificates must be uploaded as one scanned document. • One-time submission. No renewal required.
Hepatitis C	
Upload a titer result.	• One-time submission. No renewal required.
Fire Safety	
Review and upload your signed Fire Safety form (Upload signed page only).	• One-time submission. No renewal required.

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[Hospital Fire Safety Plan](#)	
COVID-19 Vaccination	
Upload COVID-19 vaccine documentation.	• If you received a 2-vaccine series, both doses must be submitted at the same time for approval. • The documentation must include your name, DOB, the vaccine manufacturer, Lot number and the date you received the vaccine.
COVID-19 Booster	
Upload COVID-19 booster vaccine documentation (If available).	• The documentation must include your name, DOB, the vaccine manufacturer, Lot number and the date you received the vaccine.
Nursing Student Handbook Acknowledge	
Confirm that you have reviewed the Nursing Student Handbook. [Nursing Student Handbook - Associate Degree Program](#)	• The signed acknowledge form must be uploaded to Meditrek. • One-time submission. No renewal required.
Fit Test	

Upload fit test certificate for the following 3 masks*:
 	
    o Honeywell DC365 N95
    o 3M Aura 1860 N95
    o 3M Aura 9205 N95
 	
Students can contact CPR123 at (516) 640-5372 to schedule an appointment.
 	
*Exceptions may apply. The Clinical Placement Specialist will inform you.
	• Students can pick up their masks from the Nursing department prior to their fit test appointment.
	• Fit test renewal is required every year.

Field and Clinical Placement Agreement	
Review and upload your signed Field and Clinical Placement Agreement (Both pages must be uploaded). [Field and Clinical Placement Agreement](#)	• One-time submission. No renewal required.