

CastleBranch & Onboarding Instructions & Guide College of Nursing Graduate Practicum Courses

The College of Nursing's Onboarding Policy requires practicum students to complete onboarding requirements prior to being approved for graduate practicum courses. All onboarding requirements must be completed in CastleBranch, which is Walden's designated vendor for onboarding. Students are responsible for all expenses incurred for onboarding requirements and CastleBranch.

Important Information for Onboarding Policy and Requirements:

- ✓ Students may submit their practicum application in Meditrek before completing requirements in CastleBranch.
- ✓ Students must complete onboarding requirements in CastleBranch at least 2 months prior to the start of the term to avoid delays in being approved and registered for a practicum course. It is highly recommended to complete CastleBranch early, before the deadline, to avoid technical or processing issues and delays.
- ✓ Students must follow all instructions and directions provided by CastleBranch to avoid delays.
- ✓ Students must monitor their "To Do List" and their "Messages" in their account in CastleBranch for important messages, alerts, and notifications regarding requirements and follow all instructions provided by CastleBranch.
- ✓ Onboarding requirements must be complete and compliant for the term by the onboarding deadline. Students must renew and update all onboarding requirements that are due to expire before the start of the term. If onboarding requirements are due to expire before the term, but are currently complete in CastleBranch, students must contact CastleBranch to request the renewal requirement to be added to the "To Do List" early in order to upload updated documentation to renew the requirement.
- ✓ Students must contact their nominated practicum site(s) immediately and comply with any onboarding requirements required by their practicum site. Students must complete all onboarding requirement, processes, and deadlines required of the practicum site. If a site requires Walden to verify the completion of onboarding requirements, students must contact the Office of Field Experience for support. Practicum applications will not be approved until students have completed onboarding requirements of the practicum site.
- ✓ Background checks and drug tests must be completed annually at least 12 months before the start of the term. Students must monitor the dates they completed their background check and drug test because CastleBranch will not send a notice to renew a background check or drug test. See Section 7.
- ✓ Background checks must be completed in the state where practicum will occur. Students may need to order additional background check packages if students are completing practicum in a state which has additional background check and screening requirements.
- ✓ Students with either a negative report for a background check or a positive report for a drug test, must complete additional steps with the practicum site to submit the report and receive acknowledgment. See Section 9.
- ✓ Students must renew and update any expiring onboarding requirements in CastleBranch that expire during the term in order to continue being eligible to continue practicum hours for the practicum course during the term.

Table of Contents

Section 1: CastleBranch Contact & Resources	3
Section 2: How to Order First Package	4
Section 3: Overview of myCB Account	10
Section 4: Submitting & Uploading Documents in myCB	11
Section 5: To-Do List	12
Section 6: List of Onboarding Requirements	13
Section 7: How to Renew a Background Check & Drug Test	17
Section 8: How to Order Additional Packages for Field Site Requirements	19
Section 9: Negative Background Check & Positive Drug Tests	20
Section 10: How to Share Information & Documents with Field Sites	21
Section 11: Tips to Complete Onboarding Requirements in myCB	22
Section 12: FAQs	23

Links to Resources

[Practicum Manuals](#)

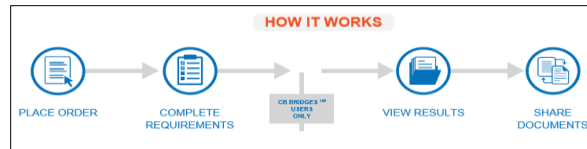
[Field Experience Website](#)

[Contact for Field Experience](#)

Section 1: CastleBranch Contact & Resources

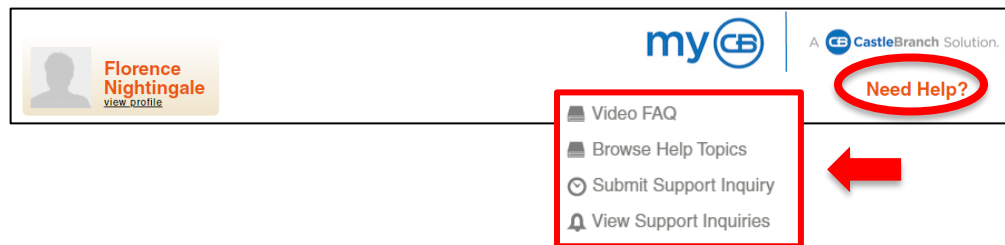
CastleBranch is a screening and compliance company with an online platform to manage onboarding requirements. Once you have an account created with CastleBranch, you will have access to myCB: <https://mycb.castlebranch.com/>

- ✓ Share Documents
- ✓ Upload documents
- ✓ Manage Requirements
- ✓ Place additional orders`
- ✓ Complete tasks
- ✓ Manage your TO DO LIST




Resources for CastleBranch:

Log into myCB and click the “Need Help?” link in the upper right corner to access resources and Video FAQs.




[Reference Guide – How to Submit Documents](#)
[Reference Guide – How to use myCB in CastleBranch](#)


Contact for CastleBranch:




Live Chat
<https://mycb.castlebranch.com/>
Click “Need Help” in the top right corner



customerservice@castlebranch.com



Submit Support Inquiry Ticket
<https://mycb.castlebranch.com/>
Click “Need Help” in the top right corner



Phone: 888-723-4263

Section 2: How to Order First Package

1. To sign up for an account and place an order, go to Walden's portal for CastleBranch:
Click this link: [CastleBranch](http://walden.castlebranch.com/)

NOTE: Use the direct link to the portal for Walden University and not CastleBranch's main website. Students must use the portal for Walden University.

1

Go to Walden's custom portal with CastleBranch:
<http://walden.castlebranch.com/>

NOTE:

If you are on the CastleBranch website and it prompts you to enter a package code, you are not on Walden's portal for CastleBranch. You will not need a package code through Walden's portal when you are ordering your first package through CastleBranch.

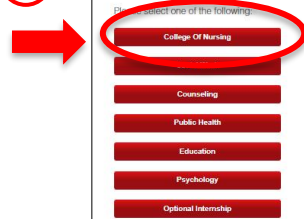
2. Click the "Place Order" button.

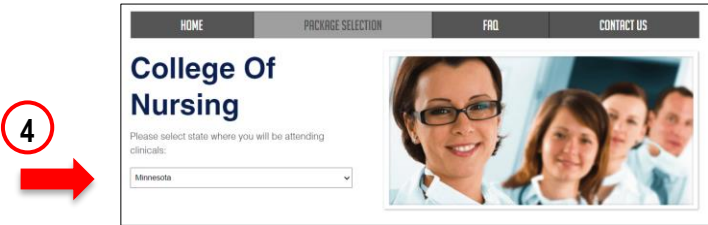
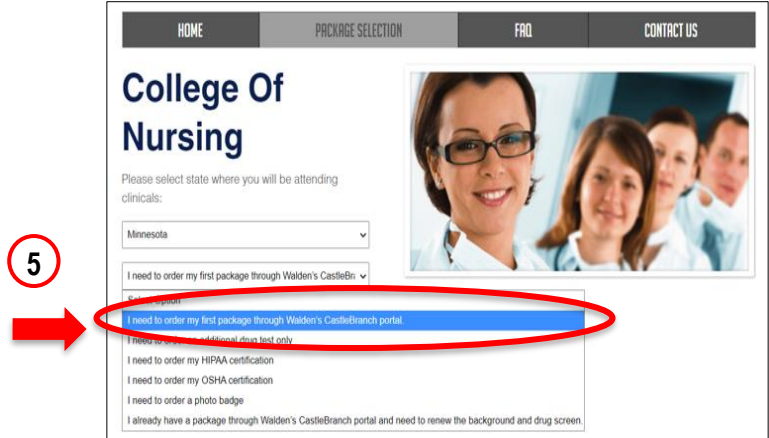
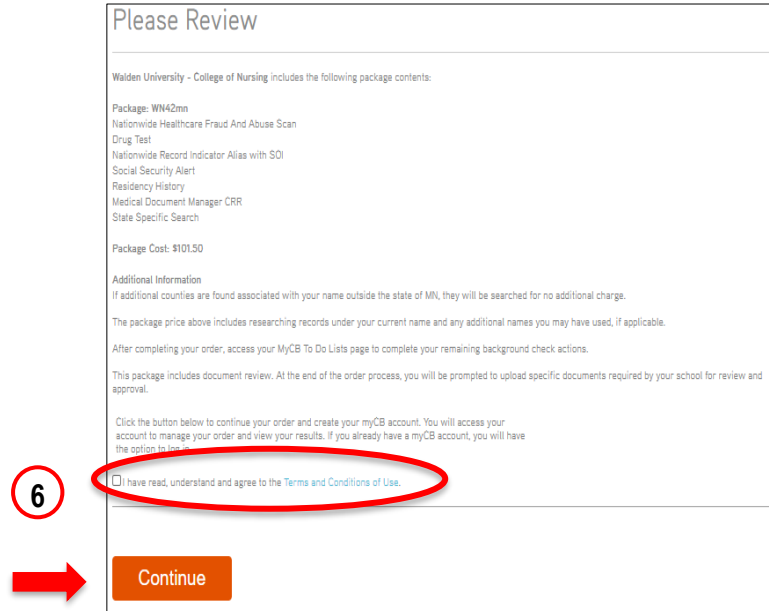
2



3. Click the "College of Nursing" button.

3



<p>4. Select the state or country where you will be completing practicum by using the drop-down box.</p> <p>NOTE: Select the state where the practicum experience will occur as background checks and drug tests are state specific.</p>	
<p>5. Select the package option by using the drop-down box.</p> <p>If this is your first time ordering a package for Walden University through CastleBranch, you must select "I need to order my first package through Walden's CastleBranch portal."</p>	
<p>6. This will bring you to a page with an overview of the package.</p> <p>Please Review: package contents, package cost, additional information, and terms.</p> <p>Check the box "I have read, understand and agree to the Terms and Conditions of Use."</p> <p>Click the "Continue" button.</p>	

7.	Complete step 1: "Place Order" page.
8.	<p>Complete the "Personal Information" section.</p> <p>This section includes your legal first name, middle name, last name, phone number, email address and address.</p> <p>The email address you provide will become your username.</p> <p>NOTE: Please use your Walden issued email address. The email address will be used for important order communications that you must monitor. You will receive an immediate confirmation email after submitting your order. If you do not see your email, please check your spam/junk folder.</p>
9.	<p>Complete the "Personal Identifiers" section.</p> <p>This section includes personal identifiers to include your social security number and date of birth. The sex identifier is optional.</p> <p>NOTE: If you are not a U.S. citizen and do not have a social security number, please enter 111-11-1111 to place your order.</p>
10.	<p>Complete the "Student Information" section.</p> <p>This section includes your Walden Student ID, student designation (undergraduate or graduate), degree/certification, expected date of graduation and classification (program/specialization).</p>

Place Order:

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8

8

PERSONAL INFORMATION

Legal First Name:

Legal Middle Name:

☐ No Middle Name
As the applicant, I certify that I do not have a legal middle name. Alternatively, if I am placing this order on behalf of the applicant, I certify to the best of my knowledge that the applicant does not have a legal middle name.

Legal Last Name:

Suffix:

Phone:

Alt Phone:

Email Address:

Confirm Email:

Country:

Address 1:

Address 2:

City:

State:

Zip Code:

Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or junk folder.

9

PERSONAL IDENTIFIERS

Social Security Number: - - If you are not a US citizen and therefore do not have a Social Security Number, please enter 111-11-1111 to proceed with your order

Date of Birth: / /

Sex: ☐ Female ☐ Male

10

STUDENT INFORMATION

Student ID Number:

Designation: ☐ Undergraduate ☐ Graduate

Degree/Certification:

Expected Date of Graduation: /

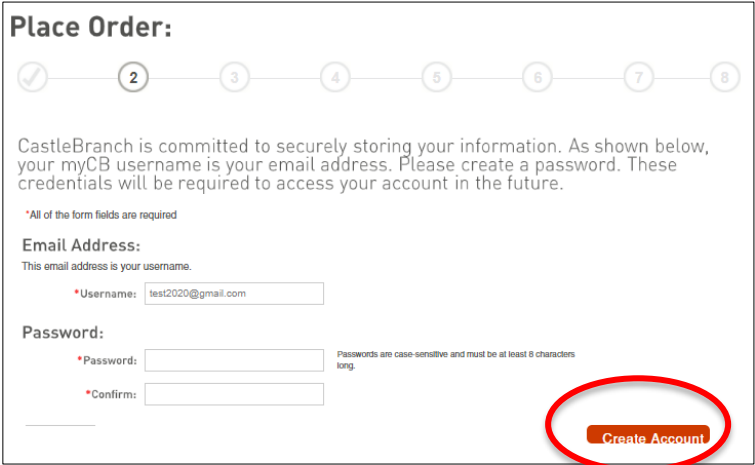
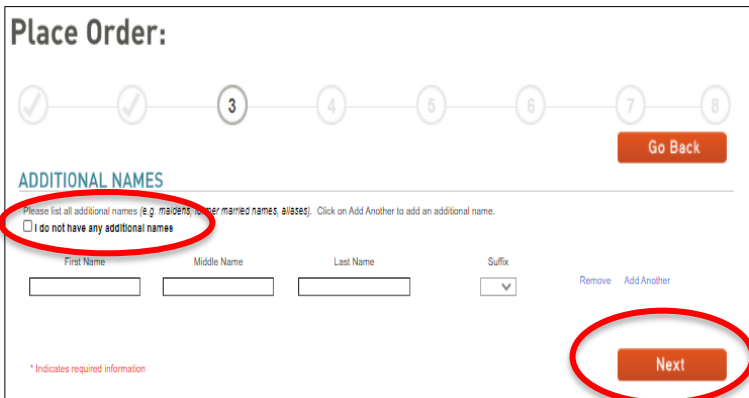
Classification:

* Indicates required information

Next

Next Step: Click the "Next" button to proceed to the next step.

CastleBranch will send all communications to the email address used to create the account.
Students must monitor their emails from CastleBranch in the *Message Center*.

<p>11. Complete step 2 “Place Order” step by creating a username and password.</p> <p>Enter password and confirm password.</p> <p>Click the “Create Account” button.</p>	 <p>Place Order:</p> <p>CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.</p> <p>*All of the form fields are required</p> <p>Email Address: This email address is your username.</p> <p>*Username: <input type="text" value="test2020@gmail.com"/></p> <p>Password:</p> <p>*Password: <input type="password"/> Passwords are case-sensitive and must be at least 8 characters long.</p> <p>*Confirm: <input type="password"/></p> <p>Create Account</p> <p>11</p>
<p>12. Complete step 3 “Place Order” by entering additional names.</p> <p>List all additional names (E.g., maiden names, former married names, aliases, etc.). Enter first, middle and last name.</p> <p>Click on “Add Another” link to add additional names.</p> <p>If you do not have additional names, check the box for “I do not have any additional names.”</p> <p>Click the “Next” button to move to the next step.</p>	 <p>Place Order:</p> <p>Go Back</p> <p>ADDITIONAL NAMES</p> <p>Please list all additional names (e.g. maiden names, former married names, aliases). Click on Add Another to add an additional name.</p> <p><input type="checkbox"/> I do not have any additional names</p> <p>First Name Middle Name Last Name Suffix Remove Add Another</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>* Indicates required information</p> <p>Next</p> <p>12</p>

13. Complete step 4 in "Place Order".

Provide the requested data in the required fields.

Example: Enter your professional nursing license number in the "Nationwide Healthcare Fraud and Abuse Scan" field.

Please note this page will look different for each state as each state may have different searches/screens.

Complete the required fields.

Click on the "Next" button to move to the next page.

Place Order:

Progress bar: 4, 5, 6, 7, 8

NATIONWIDE HEALTHCARE FRAUD AND ABUSE SCAN

Name: *
[Send Test]

DRUG TEST

Name: *
[Send Test]

NATIONWIDE RECORD INDICATOR ALIAS WITH SOI

Name: *
[Send Test]

SOCIAL SECURITY ALERT

Name: *
[Send Test]

RESIDENCY HISTORY

Name: *
[Send Test]

MEDICAL DOCUMENT MANAGER CRR

Name: *
[Send Test]

STATE SPECIFIC SEARCH

Name: *
[Send Test]

* Indicates required information

13 **Next**

14. Complete step 5 in "Place Order"

Order Review: Review order information.

Click "Next" button.

Place Order:

Progress bar: 5, 6, 7, 8

ORDER REVIEW

School Name: Walden University - College of Nursing
CAC: WN42

Personal Information:
Your Name: test lee test
DOB: 01-01-1980
SSN: 111-11-1111

ORDER INCLUDES

WN42m

Nationwide Healthcare Fraud And Abuse Scan
Name: test lee test License Number: 22222

Drug Test
Name: test lee test

Nationwide Record Indicator Alias with SOI
Name: test lee test

Social Security Alert
Name: test lee test

Residency History
Name: test lee test

Medical Document Manager CRR
Name: test lee test

State Specific Search
Name: test lee test

Total Price: \$101.50

* Indicates required information

14 **Next**

Important Note:

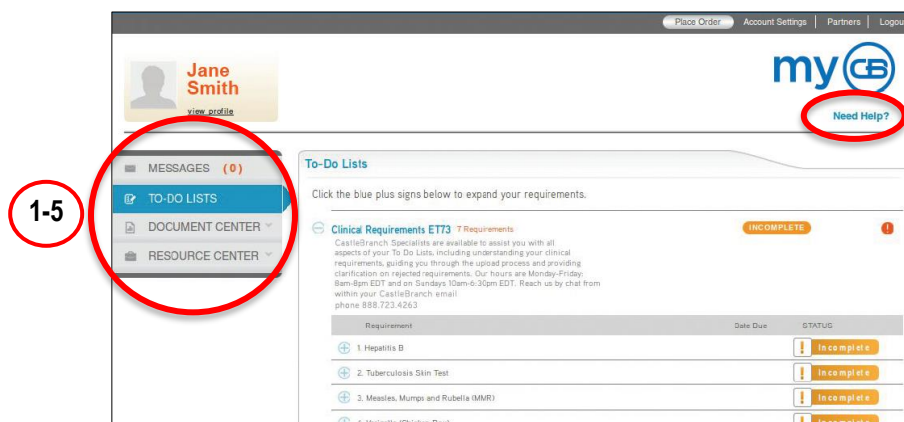
Complete the background check disclosure release forms through CastleBranch to complete the background check process. Your background check will not be processed until you sign the release forms. Your background check will be delayed or cancelled if this release form is not completed.

Section 3: Overview of myCB Account

1. Access your account in myCB.

Each requirement within your package will display within your myCB “To-Do List”. Follow all instructions in myCB to complete the onboarding requirements.

Need Help? Click the “Need Help?” link in the upper-right hand corner in your portal.



Complete all requirements in the myCB portal for CastleBranch.

<https://mycb.castlebranch.com/>

Links to Reference Guides:

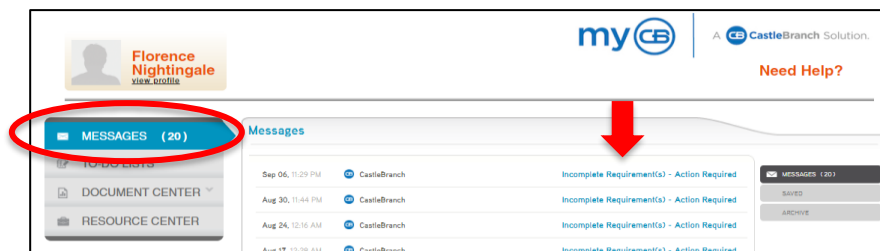
[Reference Guide – How to Submit Documents](#)

[Reference Guide – How to use myCB in CastleBranch](#)

2. Messages

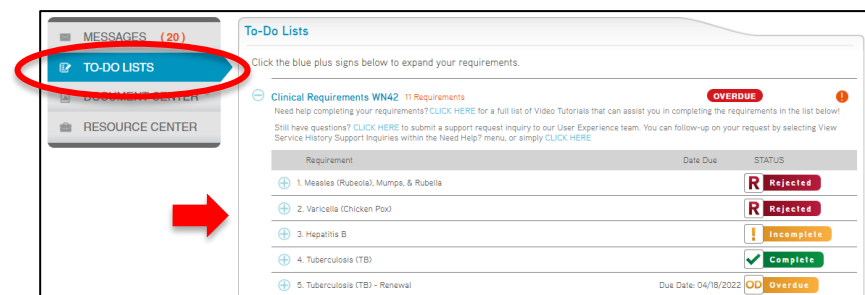
CastleBranch will email you updates, notifications, alerts and reminders with a link to your “Message Center”. You must access your messages in the “Message Center”.

Messages Tab: Find important updates, notifications, alerts, and messages.



3. To-Do Lists

To-Do Lists Tab: Find all the onboarding requirements to complete along with instructions on how to complete them.




4. Document Center

Documents Center Tab: Access your documents and share the information with field sites that require documentation from you.

Section 4: Submitting & Uploading Documents in myCB

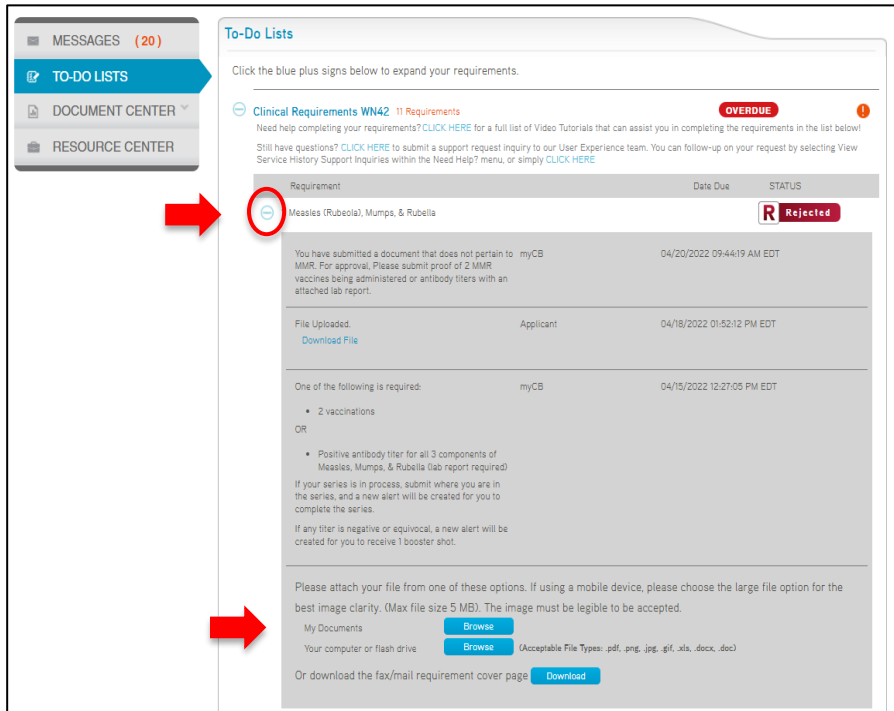
1. Upload documentation for each requirement in your "To-Do List" to meet all the onboarding requirements.

Click on the  blue plus icon by each requirement to review the guidelines for the requirements and to upload documentation to complete the requirement.

Complete one of the following options to upload and attach your documentation:

1. My Documents: Click the "Browse" button and follow the prompts.
2. Your Computer or Drive: Click the "Browse" button and follow the prompts.
3. Download the fax/mail requirement cover page. Click the "Download" button to download the cover page to fax/mail documentation.

Once documentation is attached, click the "Submit" button.



Click the blue plus signs below to expand your requirements.

Clinical Requirements WN42 11 Requirements OVERDUE

Need help completing your requirements? [CLICK HERE](#) for a full list of Video Tutorials that can assist you in completing the requirements in the list below! Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#).

Requirement	Date Due	STATUS
Measles (Rubella, Mumps, & Rubella)	04/20/2022 09:44:19 AM EDT	R Rejected

You have submitted a document that does not pertain to myCB MMR. For approval, Please submit proof of 2 MMR vaccines being administered or antibody titers with an attached lab report.

File Uploaded: Applicant 04/18/2022 01:52:12 PM EDT

One of the following is required: myCB 04/15/2022 12:27:05 PM EDT

- 2 vaccinations
- OR
- Positive antibody titer for all 3 components of Measles, Mumps, & Rubella (lab report required)

If your series is in process, submit where you are in the series, and a new alert will be created for you to complete the series.

If any titer is negative or equivocal, a new alert will be created for you to receive 1 booster shot.

Please attach your file from one of these options. If using a mobile device, please choose the large file option for the best image clarity. (Max file size 5 MB). The image must be legible to be accepted.

My Documents [Browse](#)

Your computer or flash drive [Browse](#) (Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)

Or download the fax/mail requirement cover page [Download](#)

Please attach your file from one of these options. If using a mobile device, please choose the large file option for the best image clarity. (Max file size 5 MB). The image must be legible to be accepted.

My Documents [Browse](#)

Your computer or flash drive [Browse](#) (Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)

Or download the fax/mail requirement cover page [Download](#)

Attached Files

Test_document_for_demo_account.docx [remove document](#)

[Submit](#)

NOTICE: Your attached file must be submitted for review. Click the "Submit" button now. The requirement status will update to Pending Review.

Helpful Tips

- ✓ All documentation must have your name and appropriate dates.
- ✓ All documentation must be legible and in an acceptable format (e.g., jpeg or PDF).
- ✓ Ensure the documentation has all the parameters of each requirement.
- ✓ If there are multiple documents to submit for one requirement, ensure all documentation is included together when submitting documentation.
- ✓ Documentation must be submitted separately for each requirement, even if you have one vaccination record.

Section 5: To-Do List

1. Incomplete

If an onboarding requirement is marked as "Incomplete", this means you have not uploaded documentation to meet the requirement. You will need to upload the documentation to meet the specific requirement. Click on the blue plus icon by each requirement to upload documentation to complete each requirement.

2. In Process

If an onboarding requirement is marked as "In Process", this means is pending review because CastleBranch is reviewing your documentation to determine if it meets the requirement.

3. Complete

If an onboarding requirement is marked as "Complete", this means you have met the requirement and it is currently complete and compliant.

NOTE: Students must monitor complete requirements for requirements that are due to expire.

4. Rejected

If an onboarding requirement is marked as "Rejected", this means you have either not met the standards of the requirement, you have not uploaded the correct documentation, the document is not legible, or the document is not in a valid format for them to review.

CastleBranch will send you a notification via email for you to check messages in your Message Center for an explanation of the rejected and what is required to complete the requirement.

5. Overdue

If an onboarding requirement is marked as "Overdue", this means you must renew and update this requirement as it has expired and is not complete or compliant.

Under the "To-Do Lists" tab, you will find the onboarding requirements to complete along with instructions on how to complete each requirement. Click on the blue plus icon by each requirement to expand the requirement to see the instructions and upload documentation.

To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements WN42 12 Requirements OVERDUE

Need help completing your requirements? [CLICK HERE](#) for a full list of Video Tutorials that can assist you in completing the requirements in the list below!

Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#)

Requirement	Date Due	STATUS
1. Measles (Rubeola), Mumps, & Rubella	4	R Rejected
2. Varicella (Chicken Pox)		R Rejected
3. Hepatitis B	1	! Incomplete
4. Tuberculosis (TB)		✓ Complete
5. Tuberculosis (TB) - Renewal	Due Date: 04/18/2022	OD Overdue
6. Tetanus, Diphtheria & Pertussis (Tdap)		R Rejected
7. CPR or BLS Certification	2	⌚ In Process
8. Health Insurance		✓ Complete
9. Influenza (Flu)		! Incomplete
10. Physical Examination		R Rejected
11. Professional Liability Question		✓ Complete
12. Professional Liability (I am a Nurse Practitioner student)	5 Due Date: 04/19/2022	OD Overdue
13. HIPAA Certification		! Incomplete
14. OSHA Certification		! Incomplete
15. Citizenship	3	✓ Complete
16. COVID-19 Question		! Incomplete

Special Note:

If a requirement is set to expire prior to the term start but is still marked as complete in CastleBranch, you will need to contact CastleBranch directly to request the renewal requirement to be added to allow you to upload the updated documentation in order to update and renew the requirement.

Section 6: List of Onboarding Requirements

All onboarding requirements must be valid, complete, compliant, and renewed for the term of the practicum course.

Onboarding Deadline: 2 months before first day of the term start

Onboarding Forms: [Onboarding Forms for CastleBranch](#)

Practicum Application Approval: All requirements must be updated prior to an application being approved if set to expire before the term start.

Practicum Course: All onboarding requirements must be maintained and renewed for any requirement that is set to expire during the term.

1.	Measles (Rubeola), Mumps & Rubella (MMR)	One of the following is required: <ul style="list-style-type: none"> 2 vaccinations. If series is in process, submit where you are and a new alert will be created for you to complete series. Positive antibody titer for all 3 components (lab report required). If any titer is negative or equivocal, a new alert will be created for you to receive 1 booster shot.
2.	Varicella (Chicken Pox)	One of the following is required: <ul style="list-style-type: none"> 1 vaccination Positive antibody titer (lab report or physician verification required). If the titer is negative or equivocal, a new requirement will be created for you to receive 1 booster shot.
3.	Hepatitis B	One of the following is required: <ul style="list-style-type: none"> 3 dose or 2 dose (heplisav-B) vaccinations series. If series is in process, submit where you are in the series and new requirements will be created for you to complete your series. Positive antibody titer (lab report or physician verification required). If the titer is negative or equivocal, a new requirement will be created for you to receive one booster shot. Medical declination signed by your Healthcare Provider.
4.	Tuberculosis (TB)	One of the following is required: <ul style="list-style-type: none"> 1 step PPD TB Skin test: 1st step read 48-72 after given. 2 step PPD TB Skin test: 1st step read 48-72 hours after given and 2nd test completed 7-21 days later and read 48-72 hours after given. IGRA blood test (lab report required): Quantiferon Gold (quant gold) or T-Spot If positive results, provide a clear Chest X-Ray from within the last 24 months. If the submitted chest x-ray is over 12 months old, a TB Questionnaire from within the past 12 months (available to download from this requirement) MUST also be submitted. <p>The renewal date will be set for 1 year. Upon renewal, one of the following is required:</p> <ul style="list-style-type: none"> 1 step or 2 step PPD TB skin test IGRA blood test (lab report required): Quantiferon Gold (quant gold) or T-Spot If previous positive results, provide a TB Questionnaire. Available to download from this requirement in CastleBranch.
5.	Tetanus, Diphtheria & Pertussis (Tdap)	Submit documentation of one of the following: <ul style="list-style-type: none"> Tdap vaccine administered within the past 10 years A Tdap vaccine administered within lifetime AND a Td booster administered in past 10 years A Td vaccine administered within lifetime AND a Tdap booster administered within 10 years <p>The renewal date will be set for 10 years from the most recent vaccine. Upon renewal, only a Td booster is required.</p>
6.	CPR or BLS Certification	One of the following is required: <ul style="list-style-type: none"> American Heart Association CPR, BLS or ACLS certification American Red Cross CPR, BLS or ALS certification CPR certification through the Military Training Network Other certification for CPR, Basic Life Support or Advance Life Support. <p>Upload documentation of your certification that includes the expiration date, which may include your CPR card, online verification, or certificate of training if the document includes the expiration date. The renewal date will be set based on the expiration of your certification.</p>
7.	Health Insurance	Do you have Health Insurance? <ul style="list-style-type: none"> If YES, please upload your health insurance card or proof of coverage. If NO, the requirement will be marked complete. <p>If you live in Canada or a country that provides universal healthcare, mark No to this requirement and it will be marked complete since you have healthcare coverage. Renewal will be set for 1 year for both yes and no answers.</p>

8.	Influenza (Flu)	<p>Submit documentation of a flu shot administered during the current flu season (August 1 - March 31). If you wish to decline the flu shot, you must submit a declination waiver signed by a healthcare professional or submit the Walden Influenza Declination form (available to download from this requirement). If documentation states that flu shot was administered outside the flu season then there must be documentation of batch season or the vaccine expiration date for the following year.</p> <p>This will need to be renewed annually for the current flu season beginning every September 1st regardless of your vaccine expiration date.</p> <p><u>Guidelines for Terms:</u></p> <ul style="list-style-type: none"> Requirement must be completed for practicum approval for the Winter term. Requirement must be completed for practicum approval for the Spring term. Requirement does not need to be completed for practicum approval for the Fall term but must be completed during the Fall term when the flu shot becomes available after September 1st. Requirement does not need to be completed for the Summer term.
9.	Physical Examination	<p>Please provide documentation on the status of your physical health completed within the last 12 months. Any documentation is acceptable as long as it is signed by a health care professional. A copy of your most recent annual exam printed from your health care provider's electronic records portal is acceptable with no signature. You may utilize the Walden Physical Examination Form if a doctor requests a form to complete. This form is available to download from this requirement. Renewal will be set for 1 year from the date of the physical examination.</p>
10.	Professional Liability Insurance (PLI)	<p>Select one of the following options to the questions, which will assign a requirement:</p> <ul style="list-style-type: none"> I am a Nurse Practitioner Student: Please submit a copy of your current liability insurance coverage with a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate coverage. Your coverage MUST be for Nurse Practitioner Nursing students. I am a Nurse Education, Nurse Informatics, Nurse Executive, Public Health Nursing, or DNP student: Please submit a copy of your current liability insurance coverage with a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate coverage. Your coverage MUST be for Nursing Students. I am an Undergraduate student (BSN): Professional Liability Insurance is not required. <p>The renewal date will be set based on the expiration date of your coverage.</p> <p><u>NOTE:</u> Students must have valid Professional Liability Insurance to cover the first week of the term in order to be approved for practicum. If a student's Professional Liability Insurance is set to expire during the term of the course, it must be renewed prior to the expiration date or practicum hours must be suspended until the insurance is renewed. Students must maintain their insurance during the course.</p>
11.	HIPAA Certification	<p>Please provide a copy of your Certificate of Completion of HIPAA training (must be completed within the last 12 months). Renewal will be set at 1 year. If you have not had this training or cannot document this training, it is available through CastleBranch by ordering the following package WN42hipaa. If you complete the training through CastleBranch, you must upload the certificate of completion of training to this requirement.</p>
12.	OSHA Certification	<p>One of the following is required:</p> <ul style="list-style-type: none"> Certificate of Completion of OSHA training in connection with Bloodborne Pathogen and Hazard Communication. OSHA training completed through CastleBranch. If you have not had this training or cannot document this training, it is available through CastleBranch by ordering the following package: WN42osha. Upload the following certificates of completion for training to this requirement in one file at the same time: BFC15101, BFC15102, BFC15103, and BFC15104. Training must be completed within the last 12 months. Renewal will be set at 1 year.
13.	Citizenship	<p>Are you a U.S. Citizen, U.S. Permanent Resident or Eligible Non-Citizen (e.g. Refugee, Asylum Granted, Parolee)?</p> <ul style="list-style-type: none"> If YES, the requirement will be marked complete. If NO, please upload proof of one of the following: <ul style="list-style-type: none"> If you are completing practicum in the U.S., upload proof of your eligibility (e.g. Visa). If you are completing practicum in your home country, upload proof of citizenship in your home country. <p>Renewal will be set at 1 year for students marking NO to the citizenship question.</p>

<p>14. COVID-19 Requirement</p>	<p>Students must comply with the COVID-19 requirements of their practicum site(s).</p>	<p><u>Packages Ordered Through CastleBranch After 12-15-22:</u></p> <p>COVID-19 Vaccination: Have you received the primary series for the COVID-19 vaccination?</p> <ul style="list-style-type: none"> If NO, the requirement will be marked complete. If YES, please upload your vaccine record for the COVID-19 vaccination primary series (i.e., Immunization Card, State Health Department Record, Immunization Record, etc.). Vaccination documentation must include: Your Name, Administration Dates, and Vaccine Manufacturer. <ul style="list-style-type: none"> One of the following is required to be fully vaccinated for the primary series: <ul style="list-style-type: none"> 2 doses of the Pfizer, Oxford-Astra Zeneca, Moderna or Novavax. If receiving the two-part vaccination series and only one vaccine has been received, submit vaccine record for the first vaccine and a new requirement will be created for you to submit your second vaccine. 1 dose of Johnson & Johnson Other authorized vaccines for the primary series as authorized by the FDA. Have you received a COVID-19 Booster? (NOTE: This will be added to your "To Do List" after your Vaccination is marked Complete) <ul style="list-style-type: none"> If NO, this requirement will be marked complete. If YES, upload your vaccine record for the COVID-19 booster shot. <p><u>Packages Ordered Through CastleBranch Before to 12-15-22:</u></p> <p>COVID-19 Question & Requirement (Vaccination, Exemption, or Testing) Students must comply with the COVID-19 requirements of their practicum site(s), which may require COVID-19 vaccination and/or COVID-19 testing.</p> <p>Answer this question to select which option you are selecting to document your status for the COVID-19 requirement. Once your answer this question, a subsequent requirement will be added to your "To Do List" within 2-5 days for you to document either the COVID-19 vaccination, exemption, or consent to testing.</p> <p>Which of the following are you going submit for COVID-19?</p> <ul style="list-style-type: none"> Vaccines (completed series and optional booster vaccine) Exemption for the COVID-19 vaccination through Walden University Consent to COVID-19 Testing <p>NOTE: Once you answer the COVID-19 question, additional requirements will be added to your "To Do List" for you to document your vaccination/booster, approved exemption, consent to testing within approximately 3 days. You must monitor your "To Do List" for the additional requirements to be added to your list and then upload the required documentation.</p> <p>COVID-19 Question & Requirements:</p> <ul style="list-style-type: none"> COVID-19 Vaccination: You have selected the option to document your COVID-19 vaccination (completed series and optional booster vaccine). Upload your vaccine record for the COVID-19 vaccination (i.e., CDC Immunization Card, State Health Dept. Record, Immunization Record, etc.). Vaccination documentation must include: Your Name, Administration Dates, and Vaccine Manufacturer. <ul style="list-style-type: none"> One of the following is required to be fully vaccinated: <ul style="list-style-type: none"> 2 doses of the Pfizer, Oxford-Astra Zeneca, Moderna or Novavax. If receiving the two-part vaccination series and only one vaccine has been received, submit vaccine record for the first vaccine and a new requirement will be created for you to submit your second vaccine. 1 dose of Johnson & Johnson Or other authorized vaccines for the primary series as authorized by the FDA. Have you received a COVID-19 Booster? (NOTE: This will be added to your "To Do List" after your Vaccination is marked Complete) <ul style="list-style-type: none"> If NO, this requirement will be marked complete. If YES, upload your vaccine record for the COVID-19 booster shot. COVID-19 Vaccination – Approved Exemption: You have selected the option to document your exemption for the COVID-19 vaccination. Upload your approved exemption letter from Walden University from the COVID-19 vaccination. Contact nursingfield@mail.waldenu.edu for the exemption process. Testing for COVID-19: You have selected the option to complete testing in accordance with policies of your practicum site. By selecting this option, you are confirming you are not fully vaccinated or approved for an exemption. Type your full name in the box below to confirm the following statement: I understand I may be required to undergo COVID-19 tests in accordance with policies required of my practicum site.
<p>15. Field Site Requirements</p>		<p>Some field sites require additional onboarding requirements in addition to what is required by Walden University. All onboarding requirements required by Walden and the field site must be completed prior to practicum approval.</p> <p>If Walden University is informed that your field site requires additional onboarding requirements, the Office of Field Experience will contact you once the affiliation agreement is completed with further instructions. If you know of additional requirements of your field site, please contact nursingfield@mail.waldenu.edu for directions.</p> <p>If your field has additional requirements, you will be directed to order additional package(s) through CastleBranch to fulfill those requirements.</p> <p>See Section 8 for instructions on how to order additional packages through CastleBranch in myCB.</p>

<p>16.</p>	<h3>Background Check</h3> <p>IMPORTANT NOTE:</p> <p>Students must complete and sign the disclosure release form in order for the background check to be completed. If this release is not signed, the background check will be cancelled.</p>	<p>A background check and screen will be completed through CastleBranch. Students must follow all directions of CastleBranch very carefully to avoid delays.</p> <p><u>Students must sign the disclosure release forms</u> before a background check begins by CastleBranch. This is a very important step to complete to avoid delays.</p> <p>Background checks may take several months to complete so it is highly recommended to order your package as soon as possible to avoid any delay.</p> <p><u>How to Track & Review Background Check:</u> Click the “View Results” link within your background check section in your “To-Do List” and your background check will display as a PDF for you to monitor progress and review your completed check.</p> <div data-bbox="570 567 1425 701"> </div> <p>If there is an orange alert icon (!) for your background check in your account in myCB, please follow all instructions in CastleBranch to avoid delays or contact CastleBranch immediately.</p> <p>Background checks must be completed annually at least 12 months prior to the term. See Section 7 on how to renew a background check.</p>
<p>17.</p>	<h3>Drug test</h3>	<p>A drug test must be completed through CastleBranch. Drug tests have an expiration date so you must complete it by the expiration date.</p> <p>CastleBranch will register you within 24 hours of ordering a package. Once the status of your drug test is updated to “Registered” in your “To-Do list”, click on the blue plus sign by the Drug Test and select the download file link to review instructions and print the registration form.</p> <div data-bbox="570 1071 1438 1312"> </div> <p>Students must follow all directions of CastleBranch very carefully to avoid delays.</p> <ul style="list-style-type: none"> ✓ You may search for collection sites in CastleBranch by zip code to find a close collection site. If you are unable to find a site, contact CastleBranch for assistance in finding a collection site. ✓ You must schedule your drug test. ✓ You must bring the registration form and a government-issued ID to the drug test site. <p>Drug test results are typically available within 3-5 business days after completing your test. If results must be reviewed by the Medical Review Officer (MRO) at CastleBranch, it may take longer.</p> <p>Drug tests must be completed annually at least 12 months prior to the term. See Section 7 on how to renew a drug test.</p>
<p>18.</p>	<h3>State Specific Requirements</h3>	<p>Students must complete a background check in the state where the practicum experience will occur. Each state has different state-specific requirements as part of the background screening process. Students must complete all requirements in the package and follow all directions of CastleBranch very carefully to avoid delays. Your tracker in myCB will include the steps needed to complete/fulfill the requirement(s). Examples of state-specific requirements may include the following: fingerprinting, child/adult abuse screens, state forms, clearance forms, etc.</p>

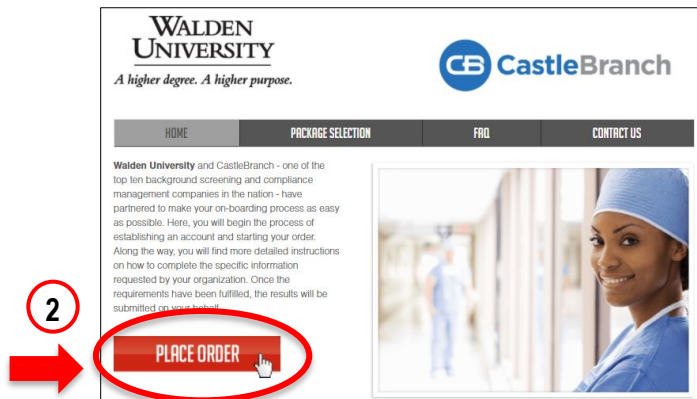
Section 7: How to Renew a Background Check & Drug Test

1. Background checks and drug tests must be completed annually within the last 12 months prior to the term start.

Some field sites may require a more recent background check and/or drug test. If your field site requires an updated background check and/or drug test, the Office of Field Experience will contact you via email.

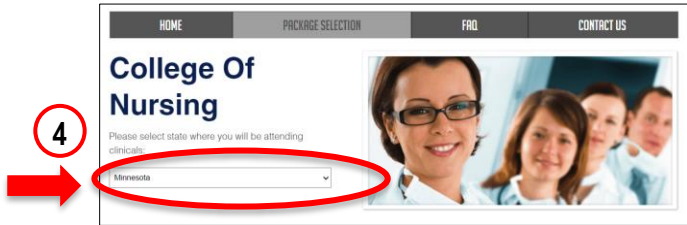
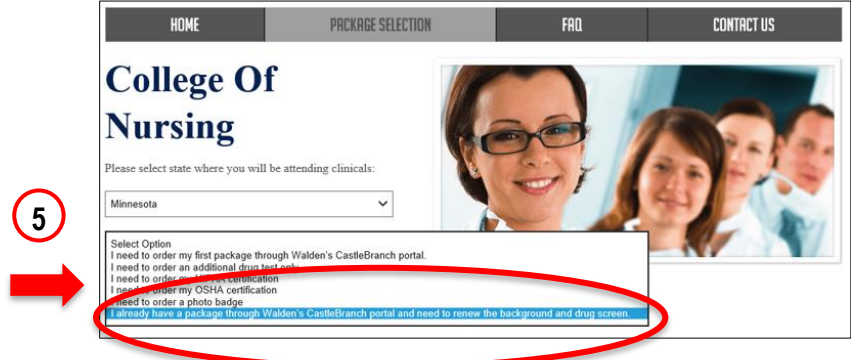
Go to Walden's custom portal with CastleBranch:
<http://walden.castlebranch.com/>

2. Click the "Place Order" button.



3. Click the "College of Nursing" button.



<p>4. Select the state or country where you will be attending practicum by using the drop-down box.</p>	
<p>5. Select the package option by using the drop-down box.</p> <p>See options to the right based on whether you need to order a background check screen, drug test, or both.</p> <p>NOTE: You must select the state where you will be doing practicum hours to ensure the background check and drug test are completed correctly.</p>	 <p>Since you already have a Walden package through CastleBranch, you must select one of the following options:</p> <ol style="list-style-type: none"> 1. Background Check & Drug Test: Select this option: "I already have a package through Walden's CastleBranch portal and need to renew the background and drug screen." 2. Background Check Only: Select this option: "I need to order an additional background check." 3. Drug Test Only: Select this option: "I need to order an additional drug test only."
<p>6. Complete the remaining steps to place the order.</p> <p>See steps in Section 1 for further guidance on the remaining steps to complete the order.</p>	<div style="border: 1px solid black; padding: 10px; background-color: #e6f2ff;"> <p style="text-align: center;">NOTE:</p> <p>Use the very same email address as your current account in CastleBranch to keep it all in one account. Students should use their Walden issued email address. Do not create a new account to order additional packages. If you do place an order under a different email address, contact CastleBranch to have the accounts/orders merged with your existing account.</p> </div>

Section 8: How to Order Additional Packages for Field Site Requirements

1.

Log in to your account in CastleBranch (myCB) and click the “Place Order” button at the top of the page from within your account at mycb.castlebranch.com.

Enter the package code provided to you from the Office of Field Experience and click the “Submit” button.

Follow the instructions to complete your order in myCB and then complete the requirement in your “To Do List”.

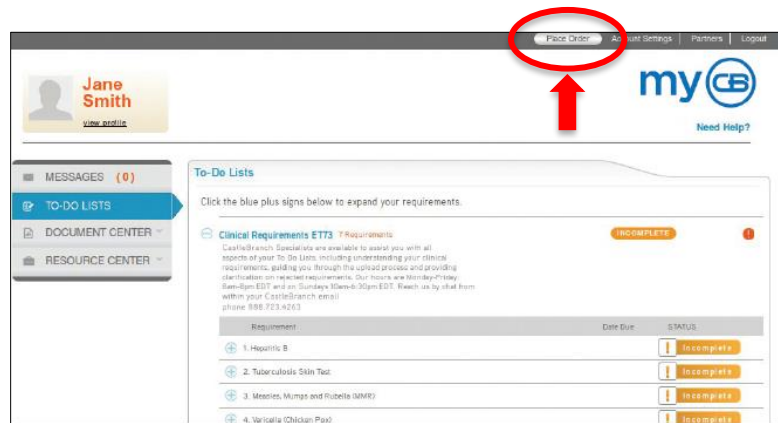
HIPAA & OSHA Training:

If you complete HIPAA and OSHA training through the e-learning modules in CastleBranch, you will need to upload the certificates directly to your HIPAA and/or OSHA requirements in your “To Do List” in order for those requirements to be marked as complete.

Packages Codes:

HIPAA: WN42hipaa
OSHA: WN42osha

You may need to order additional packages through myCB if your field site requests additional requirements beyond Walden’s package in CastleBranch.



The screenshot shows the 'Place Order' form. The 'Package Code' input field is circled in red, with a red arrow pointing to it. The form includes instructions: 'To place a new order, enter your package code into the field below and click "Submit." You will be taken through the order process. Enter the same email address you used to log in.' and a link to the 'Service Desk'.

Examples of possible additional field site onboarding requirements:

- Hepatitis A: WN42hepa
- Hepatitis C: WN42hepc
- Meningitis: WN42Meningitis
- Photo ID badge: WN42ph
- National Practitioner Data Bank screen: WN42npdb
- Employment verifications: WN42empverifs
- Education verifications: WN42eduverif
- COVID-19 Test Package: WN42covid

Costs:

These additional packages may include an additional cost. Students may find the cost of these package by entering the “Package Code” in the “Place Order” field in their myCB portal.

Section 9: Negative Background Checks & Positive Drug Tests

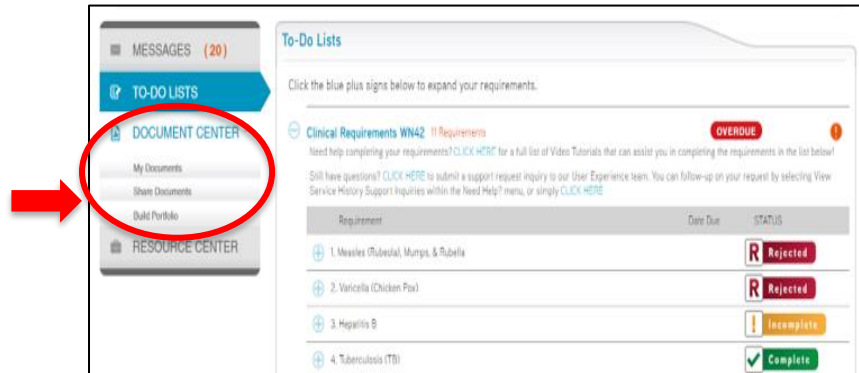
	<p>If your background check is a negative report with a record or your drug test is a positive (non-negative) report, you must provide a copy of the report/test directly to the field site administrator at your nominated field site(s).</p> <p>The field site administrator must complete an acknowledgement form. The acknowledgement form provides notification to Walden that your nominated field site has received your report/test and will permit you to proceed with practicum at the site.</p> <p>This process must be completed prior to your practicum application being approved.</p>	<p>Here are the steps you must complete:</p> <ul style="list-style-type: none"> ✓ Obtain a copy of the background check report and/or drug test report from CastleBranch. See Section 10 on how to share information with your site. ✓ Send a copy of your negative background check and/or positive drug test to the administrator at your field site. ✓ Email your field site administrator this link to complete the form: Background Check & Drug test Acknowledgement Form. ✓ The field site administrator must complete the acknowledgement form. ✓ Once the administrator completes the online form, it will automatically be emailed to the Office of Field Experience. ✓ The Office of Field Experience will process this form within 5-7 business days. <div style="border: 1px solid black; padding: 10px; margin-top: 20px; text-align: center;"> <p>Background Check & Drug Test Acknowledgement Form</p> <p>https://www.emailmeform.com/builder/emf/CON/StudentBackgroundCheckAcknowledgement</p> </div>
	<p>Background Checks: How to dispute your background check.</p>	<p>If criminal results were returned to you with inaccurate records, click the appropriate link in the “Completed Order Results” notification in your “Message Center” to complete the “Criminal/Civil Records Dispute” form. Please allow up to 30 business days to process your claim. If you are unable to access the “Completed Order Results” message or are having problems with the “Criminal/Civil Records Dispute” form, contact the Service Desk with CastleBranch for assistance.</p> <p>Walden University is unable to override or change your background check.</p>
	<p>Drug Tests: How to dispute your drug test results.</p>	<p>All non-negative (positive) tests are sent to a Medical Review Officer (MRO) for further review with CastleBranch. The MRO will contact you for an interview with instructions. The MRO will request documentation for any prescriptions or medical documentation that could impact the results of the drug test that may have produced positive test results. The status of the drug test will be listed as “Pending MRO”. It is important you respond to the MRO immediately as you have limited time to submit your documentation.</p> <p>The MRO will make the final decision regarding the status of your drug test.</p> <p>Walden University will not override or overturn the status of your drug test.</p>

Section 10: How to Share Information & Documents with Field Sites

1. Log in to your account in myCB.

Click on the “Document Center” tab.

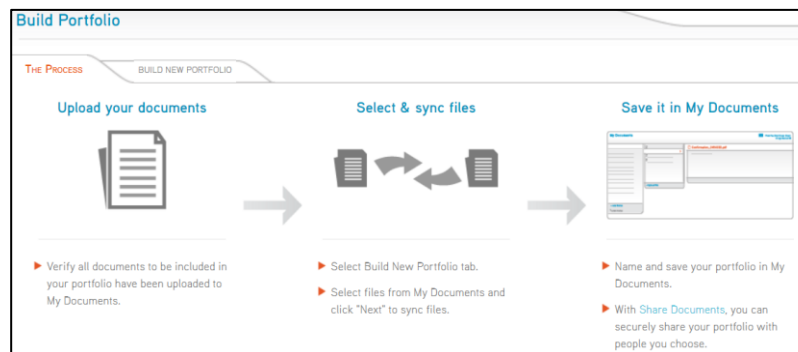
To Share information:
 - Hover over “Document Center” in the left menu.
 - Click “Share Documents” to share specific documents.
 - Click “Build Portfolio” to send documents via a PDF.
Share Documents:
Follow the step-by-step instructions to:
 - Choose who gets access
 - Select what you share
 - Send your information



Each recipient will receive an email invitation to view the shared information. You can monitor the process and see when someone has accessed the information.

2. Build a Portfolio: How can I combine separate documents into a single PDF?

Follow the step-by-step process in “Build Portfolio” in your “Document Center” to combine documents into a single shareable PDF.



You may also select files to combine following these steps:

- Click on the “Document Center” tab on your myCB homepage.
- Click on “Document Center”
- Click on “Build Portfolio”
- Upload Documents
- Select & Sync Files
- Save it in My Documents
- A new PDF will be created and saved in “My Documents.”

Section 11: Tips to Complete Onboarding Requirements in myCB

1.	How do I avoid common mistakes when submitting documentation for requirements?	Make sure all required information is on the documentation to include your name, dates, and information about the requirement. The documentation must have all information to show proof it meets the parameters of the requirement. Ensure the documentation is legible and in an acceptable format to avoid rejection of the documentation.
2.	What if I have one vaccination record for all my vaccinations?	If you have one vaccination record, you will need to upload the vaccination record to each requirement separately to each requirement. For example, if you have a lab report that includes titers for Varicella and MMR on a single report, you will need to upload the report twice for each separate requirement.
3.	What file format is acceptable?	The most common file types are .jpeg, .png, .doc, PDF. There is a maximum file size of 5mg.
4.	How do I upload multiple documents to fulfill a requirement?	Open the requirement, click on the "Browse" button, and attach your first document. Click the "Browse" button again to attach additional documents. Click "Submit" when all documents have been uploaded. The status of the requirement will change to "In Progress" while your documents are being converted into a single PDF file.
5.	Why are my titers rejected with instructions to upload a lab report?	When providing a titer report, the report must include reference ranges and what the results mean. E.g. Rubella, Result = 78, Reference Range = 10-500, Non-Reactive = <10 IU/ml, Reactive = > 10 IU/ml.
6.	Can I attach the same documents to multiple requirements at one time?	Even if the information for multiple requirements is included within a single document, the same document must be attached to each individual requirement. A reviewer reviews one requirement at a time and the attached documents for that specific requirement. Therefore, the documentation must be attached to each requirement for the review to be completed.
7.	How do I fax documents to fulfill a requirement?	Within the requirement in your "To Do List", click the download button next to "or download the fax/mail requirement cover page." Print the fax cover page. Fax the cover sheet and documentation to the fax number provided on the cover sheet with the cover page first, followed by your documentation. If you are completing multiple requirements, you will need to include each requirement's corresponding cover sheet. Students must follow all instructions.
8.	Who reviews and approves my documents and how often are they reviewed?	A dedicated team at CastleBranch reviews and approves your documents. Documents are reviewed in the order in which they are submitted. Walden University does not review or approve documentation in CastleBranch.
9.	Why would my document be rejected?	Documents may be rejected if they are illegible, loaded to the wrong requirement, or do not meet specific guidelines. The CastleBranch team is unable to make subjective approval decisions, therefore they adhere strictly to the stated guidelines. If they provide you with a reason for rejecting your requirement that is unclear on what you need to do to gain approval, please contact the Service Desk at CastleBranch.
10.	Will I be given reminders when I have an approaching due date or when something is overdue?	Yes, you will be sent an email reminder 60 days before the requirement due date and 30 days before the requirement due date. 21 days before the requirement is due, it will populate to your tracker in your "To Do List" and will be available for you to provide the new documentation. To remain compliant, you must complete each expiring requirement on or before its due date. NOTE: CastleBranch will not send a reminder to renew your background check and drug test.
11.	CastleBranch is telling me Walden can override a requirement in CastleBranch. How can I have Walden override a requirement in CastleBranch?	The onboarding requirements in Walden's package in CastleBranch is a custom list of requirements determined by Walden University College of Nursing. Walden sets specific standards for each requirement. CastleBranch has a dedicated and experienced team that reviews the documentation to determine if the documentation meets the standards of each requirement and must abide by requirements set by Walden University. Walden does not override requirements in CastleBranch because students must meet the standards for each requirement. Each requirement has specific instructions and standards for students to meet to be compliant. If students have unique circumstances, they should contact the College of Nursing Office of Field Experience at Walden.

Section 12: FAQ - I

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- Q:** How do I sign up for a package with CastleBranch?
- A:** Go to the [Walden portal for CastleBranch](#). Please see Section 1 in this guide for step-by-step instructions. The site will walk you through the steps.
- Q:** What is Walden's package code for CastleBranch?
- A:** Walden University students do not need a package code for signing up for the first time. Students need to register for a profile by going directly to the [Walden portal for CastleBranch](#). The site will walk you through the steps of signing up for a package.
- Q:** When should I start CastleBranch? Do I need to complete CastleBranch before I submit my application in Meditrek?
- A:** For students submitting an application by the application deadline, it is recommended for students to start CastleBranch right after the application deadline to avoid delays. CastleBranch does not need to be completed by the application deadline, but it does need to be completed prior to the application being approved. For students submitting an application by the deadline, all onboarding requirements must be complete in CastleBranch at least two months prior to the term start. For students requesting a waitlist late application, all onboarding requirements must be completed prior to requesting a waitlist late application.
- Q:** Can I just send all my documents directly to Walden University?
- A:** No, Walden University cannot directly accept any personal health documentation, background checks, or drug test reports.
- Q:** Do I need to obtain a new onboarding package each quarter for each practicum course?
- A:** No; however, you will need to obtain an updated background check and drug screen annually through CastleBranch if your practicum experiences encompass more than 1 calendar year and update all requirements that expire.
- Q:** When will my practicum application be updated for onboarding in Meditrek?
- A:** Your practicum application in Meditrek will be reviewed after the application deadline in the order it is submitted. We will review and verify the completion of your onboarding requirements in CastleBranch when we review your practicum application once the affiliation agreement is completed.
- Q:** Do I need to complete onboarding requirements in CastleBranch if I am an employee of the field site?
- A:** Yes, this is a Walden University requirement that applies to all College of Nursing practicum students. Being an employee of your field site does not exempt students from this requirement.

FAQ - II

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- Q:** Do I need to complete onboarding requirements in CastleBranch again if I completed it at another school?
- A:** Yes, you will have to sign up for a package under Walden's account because we do not have administrative access to other school accounts and schools do not all have the same requirements.
- Q:** My field site does not require me to complete a background check, drug test or immunizations. Do I still need to complete CastleBranch?
- A:** Yes, this is a requirement of Walden University for students to complete prior to beginning practicum. Regardless of what your field site may require, completion of a CastleBranch package is required.
- Q:** Are my records and email communications secure and confidential in CastleBranch?
- A:** CastleBranch provides a secure and confidential platform.
- Q:** Do I have to do a background check and drug test annually?
- A:** Yes. Students must complete a background check and drug test annually within 12 months prior to the term start. See Section 5 for instructions on how to renew a background check and drug test in CastleBranch.
- Q:** I must provide my immunization records, background check and/or drug test to my practicum site. How do I do this?
- A:** See Section 10 for instructions on how to send your information and documentation from CastleBranch to your field site.
- Q:** What if a background check or drug screen was performed by my employer?
- A:** All background checks and drug screens must be completed through CastleBranch for validation and verification for Walden University. We are unable to accept background checks or drug tests from another source.
- Q:** CastleBranch told me Walden could override a requirement, how can I have a requirement overridden?
- A:** All onboarding requirements are requirements of Walden University College of Nursing for all graduate nursing students taking practicum courses. Students must complete all requirements. Walden will not override requirements in CastleBranch.
- Q:** Why does CastleBranch continue to reject my document(s)?
- A:** Make sure when you upload the document, it has the dates for each vaccination. It needs to be signed by a healthcare professional and have a reading on the document from the healthcare provider. It also needs to be a legible document in an acceptable format.

FAQ - III

Q: What if I prefer not to or am unable to receive a required vaccination?

A: Certain immunization requirements offer the option to submit a medical declination. Please see the list of onboarding requirements for which ones allow for declination. We are unable to accept declinations if the field site requires the vaccination and does not allow for declinations.

Q: What happens when my requirements expire in CastleBranch?

A: It is the student's responsibility to ensure all requirements are up to date in CastleBranch. Students can update requirements in CastleBranch when they expire. CastleBranch will send email notifications when requirements are due to expire. Students must upload updated documentation in CastleBranch to maintain compliance with requirements. CastleBranch will not remind students to renew their background check and drug test.

Q: What is a titer and why do you require one if I do not have the correct documentation of my vaccination?

A: Titers are blood tests that check your immune status to vaccinations or diseases you may have received in the past. If your titers results are positive, it means you have adequate immunity to a particular disease. If your titer is negative, you would need to obtain the vaccination.

Q: Do I have to get the influenza (flu) vaccination annually and what if my requirement has not expired in CastleBranch and I am unable to upload the new documentation?

A: Yes. Students must obtain an influenza vaccination annually during each new flu season. I

Q: What if I have not completed the Hepatitis B vaccine yet? It takes 6 months to complete the vaccine series. How can I meet this requirement?

A: Hepatitis B series is 3 vaccinations done at different specified times. If you have not previously had the Hepatitis B series, begin the first vaccination as soon as possible. You will then complete the second and third vaccination following the schedule by your health care provider. If you are just starting the series, upload documentation of each item as you complete it. You will be assigned a "Hepatitis B 2nd Action" requirement in your "To-Do List". You will remain in compliant status if you stay on track with receiving each dose.

Q: What if I have a medical reason for not being able to complete a requirement or a disability and require an accommodation/exemption?

A: Send an email to nursingfield@mail.waldenu.edu to request an exemption to determine if you are eligible for an exemption.