



24 East 120th Street New York, NY 10035

www.helenefuld.edu

Telephone: (212) 616-7200

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Dear Student,

Thank you for submitting your enrollment deposit. The next step is to complete your Background Check, Drug test and Compliance Tracker.

Please be advised you will need to be CastleBranch Compliant in order to gain access to registration. The registrar's office will be in communication with you regarding registration information.

Package Total: \$218

1. Please click [HERE](#) to order your required package.

2. If you are an **AAS** student, please add **ALL** the following codes:

HK44bg	Background Check
HK44dt	Drug Test
HK44im	Compliance Tracker

3. If you are an **GBS** student, please add **ALL** the following codes:

HK44bg	Background Check
HK44dt	Drug Test
HK44gbs	Compliance Tracker

If you need assistance with placing orders, or need technical assistance, please contact the Service Desk at (888) 723- 4263 or visit <https://mycb.castlebranch.com/help>



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Hello HFCN student,

As you prepare for your upcoming advisement and/or semester there are few items you will need to be sure you are compliant.

Castle Branch (CB) is the central repository used by HFCN for compliance of all documents needed for entry to the College and clinical facilities. This will offer ease of processing and 24 hours online access.

All students enrolled in all programs at Helene Fuld College of Nursing (HFCN) are required to complete Castle Branch (CB) onboarding. This includes background check, drug screen obtained via CB (no 3rd party drug screens are accepted), physical examination (must be on approved HFCN PE form found on the HFCN website - <https://www.helenefuld.edu/medical-form>), immunizations (there are no vaccine declinations for any vaccine including COVID vaccine, COVID booster and Hepatitis B), licensure (required for those enrolled in the AAS program only), CPR Certification (BLS), and COVID 19 requirements (found under CB Bridges) that includes educational video tutorials and attestations. These are College compliance and clinical partner requirements as recommended by the Centers for Disease Control (CDC). This is to ensure the safety of all students and it is the student's responsibility to maintain compliance during their time as a student at HFCN.

The below information is simply to provide clarification of these student requirements and expectations for the coming semesters. This information is stated in each tracker so be sure to read the requirements.

REJECTED DOCUMENTS

It is recommended you use a computer and not your mobile device and open your account, not simply view the dashboard. When a document is rejected, please review the communication history in CB. This communication clearly states what might be missing or why a document is rejected. Generally, the rejection is user error and may be that one piece of information is missing. For example, the PE form is missing "no limitations" or the student failed to use the correct PE form which can be found on the HFCN website. Another common error is the flu vaccine missing "the batch year". This is all easily corrected without even a need for the student to contact advisors or the CB customer experience line.

BACKGROUND CHECK

All students must have a current BG check. Regardless of whether the student will be graduating from the program within a few weeks, the BG check must be current and repeated annually. CODE HK44BG

CPR

CPR must be obtained through American Heart- BLS and remain current for the duration the student is in the program.

DRUG SCREENS

All students must have a drug screen and these screens must be obtained via CB. There are no 3rd party drug screens accepted. No drug screens from employers, or providers are accepted. CODE HK44DT

FLU VACCINE

Flu vaccines are required. There is no declination for this or any other vaccine. Download the HFCN Flu form at <https://www.helenefuld.edu/medical-form>. Be sure you meet all the required elements in the trackers before uploading.



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HEALTH INSURANCE

All students are required to have health insurance. There are no exceptions.

COVID VACCINE

COVID vaccine and booster is required of all students. Please upload your vaccine information to Castle Branch under the COVID 19 vaccine and booster tracker.

COVID COMPLIANCE

COVID compliance is required, and this is obtained via CB Bridges. Students must place the order in CB Bridges at no charge, and watch the video tutorials and complete the attestations. No temperature log is needed.

FIT TESTING

Students will be required to be fit tested with an N95 mask and the certification uploaded to the Castle Branch account. Please see the instructions for Mobile Health where you can get this completed.

Students should present the following four components with the green check marks for each to their advisor in a screenshot when requesting clearance for registration.

Background Check

Drug Test

Compliance Tracker

CB Bridges

A few additional notes:

Students must meet 100% compliance with all health requirements in order to enter their accepted program, attend classes, online or virtual and attend clinical rotations.

A virtual experience requires the same compliance as the live experience and will not be used to substitute for the student's failure to maintain compliance.

Students who are non-compliant with any requirement may risk failing the course and removal from the clinical rotation.

Should a student attend class at the College or a clinical facility without meeting compliance regulations, class attendance/clinical hours will not count and will be documented as an absence and the student will be asked to return home.

Students must meet 100% compliance in order to register for the next semester. The Admissions Department will be able to assist students with any questions or concerns they may have regarding Castle Branch. Please email admission@helenefuld.edu if you require further assistance with completing your health requirements.

Thank you,
HFCN Admissions Department



Helene Fuld College of Nursing Tracker: Clinical Requirements HK44

Measles, Mumps Rubella (MMR)-	Submit a positive antibody titer for all 3 components (lab report required). Negative titer will prompt new guidelines.
Varicella-	Submit a positive antibody titer for all 3 components (lab report required). OR two doses of the Varicella vaccination
Hepatitis B-	Submit a positive antibody titer (lab report required) If your series is in process, you must submit your first two Hep B vaccinations
Tuberculosis (TB)-	2 step TB skin test (administered 1-3 weeks apart) OR QuantiFERON Gold blood test (lab report required) OR If positive results, submit a clear chest x-ray (lab report required).
Tetanus-	Submit documentation of a Tdap (Tetanus, Diphtheria & Pertussis) or Td (Tetanus & Diphtheria) booster administered within the past 10 years.
CPR Certification-	Submit your BLS card through American Heart. The front AND back of the card must be submitted.
Physical Examination-	Submit your physical exam completed within the past 12 months and signed by a medical professional. Must be on the Helene Fuld College of Nursing Clinical Prep Check List and must state " no limitations " for approval.
Self-Declaration of Pregnancy or Illness-	If Yes , submit your Self Declaration of Pregnancy or Illness form to this requirement.
Proof of Health Insurance-	Please submit proof of health insurance. Renewal will be set for 12/31 annually.
Background Check-	Please enter the order date of your background check. Renewal will be set for 1 year.
Influenza (Flu)-	Submit documentation of a flu vaccine administered after August 1 of the current flu season. Indication that the vaccination you receive is from a batch for the current flu season. Vaccine lot #, expiration date and manufacturer.
COVID-19 Vaccine-	Submit documentation of your TWO COVID-19 vaccination(s)
COVID-19 Booster-	Upload proof of your COVID-19 booster vaccine
Code of Conduct & Attestation-	Download, print, sign, scan and upload 2 pages of the Code of Conduct and Attestation form
Fit Testing -	Upload documentation of your FIT-Testing certificate to this requirement
Student Acknowledgement	Accept student acknowledgement