BHAN464
Health Behavior Science Internship
Required Clearances for Christiana Care

To begin your internship at Christiana Care you will need to turn in the following paperwork:

- Background Check
- Drug Test
- PPD Test
- Vaccination Records
- Flu Shot

Please turn in all paperwork and results to Carrie Johns by December 21, 2018. Not having these required items turned in could cause a delay in your internship.

IMMUNIZATION/PPD TEST/FLU SHOT:

1. Negative PPD test needs to be valid within the last year (rolling 365 days).
   a. Test can be provided by Student Health ($5.00 fee**)
3. Vaccination Records including
   a. Measles, Mumps, Rubella (MMR) or positive titer
   b. Varicella or positive titer
   c. Hepatitis B (3 shot series) or waiver

These results can be scanned and e-mailed, faxed, or delivered in person to Carrie Johns.

**Students are responsible for all fees associated with clearances

BACKGROUND CHECK/DRUG SCREEN:

1. Go online to portal.castlebranch.com/ue74
2. Select Place Order
3. You will be given three package options – select "UE74: Background Check – Drug Test" * ($70.00 Fee**)
4. Follow the instructions to get set up and create a username and password
   a. Note – Not having a username will result in your background check and drug test results never being reported back.
5. Contact Carrie Johns to schedule a time to pick up a “Chain of Custody Drug Form” for your Drug Test
6. Go to any LabCorp to complete drug test
7. View and download your Background Check/Drug Test results in your CastleBranch profile
8. Turn in result to Carrie Johns

*If you have had a Criminal Background Check completed within the last rolling year, you can use this and select the Drug Screen only option.

**Students are responsible for all fees associated with clearances

Only once all items are turned in will Dr. Peterson review and approve your Allied Health Checklist, which will then be faxed to CCHS.

CastleBranch Questions - 888.723.4263 or customerservice@castlebranch.com
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