BHAN263
Leadership Practicum
Required Clearances for CCHS

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

• **Background Check** (through CastleBranch)
• **Drug Test** (through CastleBranch)
• **PPD Test**
• **Vaccination Records**
• **Flu Shot**

Please turn in all paperwork and results to Carrie Johns *before the first day of classes*. Not having these required items turned in *will cause a delay in your internship*.

1. Negative PPD test needs to be valid within the last year (rolling 365 days).
   a. Test can be provided by Student Health ($10.00 fee**).
   b. Results from a Primary Care Physician (PCP) must be turned in Carrie Johns. Results can be faxed to 302-831-4261 or e-mailed to cbonnett@udel.edu.
   c. **Please note**: PPD Tests require two visits to physician/student health 48-72 hours apart. Be sure to plan accordingly and do not wait until the last day to schedule your PPD test.
2. Flu Shot needs to be for 2019-2020 flu season.
3. Vaccination Records: there should be a copy of these in your Student Health Profile. You can take a screen shot (showing your name and UDID) and e-mail it to Carrie Johns at cbonnett@udel.edu, or you can have your PCP fax them to Carrie Johns’ attention at 302-831-4261.
   a. The required vaccinations are:
      i. Measles, Mumps, Rubella (MMR) or positive titer
      ii. Varicella or positive titer
      iii. Hepatitis B or waiver

**Please see below for directions on how to order your Background Check and 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 Lab Corp to complete drug test. You do not need to schedule an appointment and any location is sufficient.
7. View and download your Background Check/Drug Test results in your CastleBranch profile
8. Turn in result to Carrie Johns

Only once all items are turned in, Dr. Bibik will review your paperwork and approve your rotation start date.

**Please note** the students are responsible for all fees associated with clearances

CastleBranch Questions - 888.723.4263 or customerservice@castlebranch.com
All other questions - Carrie Johns – cbonnett@udel.edu - 004 Carpenter Sports Building