

MANDATORY DOCUMENTATION

This packet contains information on mandatory documentation to be submitted prior to the start of the course. All items are required for course participation. This information is in the EMT Packet as well. A checklist has been provided below to help you in this process.

We Utilize CastleBranch, a third-party reporting system. We will notify you when your account is authorized so you can begin submitting your documentation. The cost to the student for this system is between \$110.00- \$120.00. You **MUST** provide proof of immunizations (including Quantiferon Gold TB Test) and all other required paperwork to CastleBranch **at least two weeks prior to course start date** or you will be assessed a \$75.00 late fee and could be dismissed from the class.

Required Documentation and Drug Screen: All to be submitted via CastleBranch

- _____ NOC Waiver and Release Form
- _____ NOC Medical Form
- _____ NOC Student Policies
- _____ Photo for ID badge
- _____ EMT Clinical Placement Inquiry Authorization Release – Background Check Form. You cannot have any felony convictions. (Directions in CastleBranch)
- _____ Proof of graduation from high school or a GED (a 11th grade reading level is assumed part of this requirement). A diploma from an accredited two- or four-year college or university will also be accepted. (PDF Format)
- _____ Completion of all clinical orientation manuals. (Details in CastleBranch)
- _____ HPSO Insurance policy (Directions in CastleBranch)
- _____ Drug Screen: Must be completed by student and verified by a doctor or testing facility. Please note that it can take a week or more for results to be ready. (Directions in CastleBranch)
- _____ Valid driver's license (Not submitted via Castlebranch. Bring daily to class and clinicals.)

Immunizations, TB test and other requirements:

We have partnered with hospitals and EMS services that have mandatory requirements for vaccinations. If you do not have these vaccinations or choose not to have them, you will not be able to take the course. Provide proof that you are current on the following immunizations. Proof can be school records, doctor's records, military service records, titers, or a statement signed by your physician:

- _____ **TB Test** **Must be Quantiferon Gold**. If you have a positive TB test, you must present a clear chest x-ray. These must be verified within six weeks from clinical dates (clinical start 1 week after the class start date).
- _____ Immune status to **MMR** (series of 2 or titer showing immunity)
- _____ **Tdap** vaccine.
- _____ **Varicella** Series of 2 or a titer showing antibodies
- _____ **Hepatitis B** vaccine is recommended but not required. If you do not have proof of current Hepatitis B vaccination, you must sign a declination waiver.
- _____ **Tetanus** vaccine within the last ten years
- _____ Current **flu vaccine** (if the course occurs between October 1 and March 31)
- _____ Full **Covid-19 vaccination**

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