

## COMPLIANCE CHECKLIST

### Entering Clinical Spring 2018 – Incoming FNP Students

**COMPLIANCE DEADLINE: December 1, 2017**

\*\*\*Failure to become compliant by the deadline will result in a fine of \$300\*\*\*

This checklist captures the recommended dates that you complete each of your compliance requirements.  
Completing these items earlier is advisable.

DATE TO COMPLETE	ITEM	NOTES	COMPLETED
October 10	Order Background Check Package and set up Complio account	<a href="http://www.upennnursingcompliance.com">www.upennnursingcompliance.com</a> Package 2	
October 28	Get fingerprinted for FBI Background Check	UPS Store on Spruce St is closest location. Can only be done in PA	
October 31	Request Childline Clearance online	<a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>	
October 31	Receive yearly TB test, Physical and update any expiring immunizations	<a href="http://www.nursing.upenn.edu/student-services/clinical-compliance/immunizations/">http://www.nursing.upenn.edu/student-services/clinical-compliance/immunizations/</a>	
October 31	Complete Drug Screen	Results go directly to ADB and they will upload to your profile	
November 25	Upload PA, NJ, and DE RN license to Complio	Screenshot of online verification is acceptable	
November 25	Upload immunization records to Complio and complete online entry	Immunization records from Occ-Health where you work will suffice	
November 25	Upload FBI Background Check to Complio	Blue form mailed to you	
November 25	Upload Childline Clearance to Complio	PDF emailed to you	
November 25	Upload CPR – BLS card to Complio	Include front and back of card	
November 28	Complete Knowledge Link Curriculum	<a href="http://knowledgelink.upenn.edu/">http://knowledgelink.upenn.edu/</a>	

Complio/American DataBank contact info  
Phone: 800.200.0853  
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