

IMMUNIZATIONS AND BACKGROUND CHECKS CHECKLIST

Entering Clinical Summer 2011 – Nursing & Healthcare Administration/Health
Leadership
Compliance Deadline: May 15, 2011

ITEM	First Date to Complete	DATE TO COMPLETE BY	DATE COMPLETED
Order Immunizations and Background Check Package (Package 2)	Now	April 1	

Immunizations

Have health care provider complete immunization form.	Now	May 1	
Return completed immunization form and valid certification cards to American Data Bank and complete online entry.	Now	May 1	

FBI Fingerprinting

Get fingerprinted.	Now	April 15	
Have release form notarized.	Now	April 15	
Send Fingerprints and Release Form to American Data Bank.	Now	April 15	

Child Abuse Clearance

Complete and mail Childline form with money order.	Now	May 1	
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Drug Screen

Complete Drug Screen.	Now	May 1	
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AMERICAN DATA BANK contact info

Fax: 303-339-7521 or 1-877-619-4139

Email: immunization@americandatabank.com

Mailing Address:

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5th Floor

Denver, CO 80202