

**INITIAL SUBMISSION OF IMMUNIZATIONS AND BACKGROUND CHECKS
CHECKLIST**

**Summer 2011 – New MIDW/WHNP Students
Compliance Deadline: 6/1/2011**

ITEM	Date to Start	DATE TO COMPLETE BY	DATE COMPLETED
Order Immunization and Background Check Packages	Now!	April 1	

Immunizations

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

FBI Fingerprinting

Get fingerprinted.	Now!	May 1	
Have release form notarized.	Now!	May 1	
Send Fingerprints and Release Form to American Data Bank.	Now!	May 1	

Child Abuse Clearance

Complete and mail Childline form with money order.	Now!	May 5	
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Drug Screen

Complete Drug Screen.	May 1	June 1	
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RN Licensure

Begin Process for Licensing in PA, NJ, and DE (if not already licensed)	Now!	March 1	
Ensure all licenses are submitted to ADB and order Package #4 for Licensure Verification (if needed)	May 1	June 1	

AMERICAN DATA BANK contact info

Fax: 303-339-7521 or 1-877-619-4139
Email: immunization@americandatabank.com
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