

IMMUNIZATIONS AND BACKGROUND CHECKS CHECKLIST

Entering Clinical Summer 2011 – Returning BSN Graduating in December 2011
COMPLIANCE DEADLINE: May 15, 2011 for background checks and immunizations (excepting FBI); June 15 for FBI results

ITEM	First Date to Complete	DATE TO COMPLETE BY	DATE COMPLETED
Order Immunization and Background Check Package (BSN = Package 1; MSN = Package 2)	Now	April 15	

Immunizations

Have health care provider complete immunization form.	Now	May 15	
Return completed immunization form and valid certification cards to American Data Bank and complete online entry.	Now	May 15	

FBI Fingerprinting

Get fingerprinted.	Now	April 30	
Have release form notarized.	Now	April 30	
Send Fingerprints and Release Form to American Data Bank.		April 30	

Child Abuse Clearance

Complete and mail Childline form with money order.	Now	May 15	
Return Childline clearance to American Data Bank and complete online entry.		May 15	

Drug Screen

Complete Drug Screen.	Now	May 15	
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AMERICAN DATA BANK contact info

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