

## COMPLIANCE CHECKLIST

### 2<sup>nd</sup> Year NA Students

**COMPLIANCE DEADLINE: June 30, 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 BY	ITEM	NOTES	DATE COMPLETED
ASAP	Order Background Check Package	Package 2	
ASAP	Get Fingerprinted	<a href="#">UPS Store on Spruce St</a> is closest location	
May	Complete Drug Screen	Results go directly to ADB. Go to <a href="#">Quest Diagnostics</a>	
May/June	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>	
June	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>	
June	Renew CPR Certification if expiring and upload new card to Complo	Must upload front & back of card. CPR cards expiring before July 2018 will not be accepted	
June 15	Upload PA, NJ, and DE RN license to ADB (if renewed)	Screenshot of online verification is acceptable	
June 15	Upload Childline results to Complo	This will be a PDF accessed on the Childline website.	
June 15	Upload FBI fingerprinting results to Complo	This is a blue form which will be mailed to you.	
June 15	Upload documentation of TB, Physical and any renewed immunizations to Complo and complete online entry	We recommend using SHS records.	

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