Belmont College

Required Health, Immunizations, Education, and Documentation

CastleBranch (CB) Checklist

General Requirements

1. Ensure your **name is clearly visible on all uploaded documents**. Documents without identification will be rejected.
2. You are responsible for **regularly monitoring your CastleBranch account** for submission status. If a document is denied, you must promptly resolve the issue.
3. You are responsible for **maintaining ongoing compliance** with all CastleBranch requirements.
4. **Do not submit childhood vaccination records.**
5. Students must **first submit titers** for:
   o Measles, Mumps, and Rubella (MMR)
   o Varicella
   o Hepatitis B
   Immunization records should only be uploaded **after titer results are received**.
6. If any titer result is **negative or equivocal**, you must complete additional vaccinations as directed and upload:
   o Proof of vaccination
   o A signed **Immunization Non-Converter Form**

Background Check Section

BCI/FBI Student Agreement Form

- Submit the form located on the Belmont College website under your program.
- The form must be **signed and dated**.

- If a criminal record appears on your background check, you must meet with the program coordinator and complete the **Background Criminal Offenses Student Signature Form**.
- **Important:** Background checks may take **4–6 weeks** to process. Complete this requirement as early as possible.

State of Ohio (BCI) Background Check

- Upload your **BCI results** (identified by "BCI" at the top of the document).
- Ensure the document is uploaded to the **correct section** in CastleBranch.

FBI Background Check

- Upload your **FBI background check results**.
- Verify the document is submitted to the **correct section** in CastleBranch.

Health Requirements

Physical Examination

- Submit the **official Belmont College Physical Exam form** (only this form is accepted).
- Ensure all **required signatures and dates** are included.

10-Panel Urine Drug Test

- Results must be uploaded to CastleBranch.
- If results are positive due to prescribed medication, you must provide **documentation from your healthcare provider**.

Immunization and Titer Requirements

MMR (Measles, Mumps, Rubella)

- Submit a titer completed within the **last 3 years**.
- All three components are required.
- If any result is negative or equivocal, revaccination is required per CDC guidelines, along with submission of the **Non-Converter Form**.

Varicella (Chickenpox)

- Submit a titer completed within the **last 3 years**.

Hepatitis B

- Submit a titer completed within the **last 3 years**.

Tuberculosis (TB) Requirement

Complete **one** of the following:

1. **Two-Step TB Skin Test**
   - Two injections administered **7–21 days apart**
   - Each test must be read **48–72 hours after administration**
   - **Both steps must be uploaded together** or the submission will be rejected
2. **QuantiFERON Gold Blood Test**
   - Submit official lab report
3. **Chest X-Ray**
   - Required if there is a history of positive TB results or allergy to TB testing

- o   Must show **clear results**

Additional Vaccinations

Tdap (Tetanus, Diphtheria, Pertussis)

- Must be administered within the **last 10 years**.

Influenza (Flu Vaccine)

- Must be administered during the **current flu season (August–May)**.
- Documentation must include the **location where the vaccine was received** (e.g., pharmacy, hospital, physician).

Required Forms and Certifications

Student Accountability for Healthcare Costs

- Submit the form from the Belmont College website.
- Must be **signed and dated**.
- *Note: This is not your health insurance card.*

CPR Certification

- Submit **American Heart Association BLS Provider Certification**.
- **Heartsaver certification is not accepted.**
- Students are encouraged to complete this early due to limited course availability.

Student Understanding of HIPAA

- Submit signed and dated form from the Belmont College website.

Honor Code and Program Policies Acknowledgment

- Submit signed and dated form from the Belmont College website.

Student Understanding of Risk

- Submit signed and dated form from the Belmont College website.