

## MEDICAL ASSISTANT PRACTICUM CLEARANCE REQUIREMENTS

\*NOTE: Prior to June, 2016, CastleBranch was previously known as Certified/CertifiedBackground. Student accounts are now known as myCB versus CertifiedProfile.

For the Portal Instruction Sheet, go to <https://www.gtc.edu/documents/instruction-sheet-and-package-code> OR <https://www.gtc.edu/> and search 'portal instruction sheet'

For Reference Guides, <https://www.gtc.edu/requirements> OR <https://www.gtc.edu/> and search 'reference guides'

**Contents and guidelines subject to change without notice. Below are the current requirements.**

**Medical Document Manager – Contents and guidelines subject to change without notice. Below are the current requirements and guidelines. If you have previously purchased a Medical Document Manager for a different Gateway Technical College program, please email [admissionsgroup@gtc.edu](mailto:admissionsgroup@gtc.edu) with your name, student ID number, and new program Medical Document Manager you require. The Admissions Office will request your Clinical Requirements tracker be switched to your new program. You may need to resubmit previously submitted documents to your new to-do list. All submitted documents can be found in your Document Center and uploaded directly from the Document Center to the requirement in your to-do list. If you need assistance locating your previously submitted documents, please reach out directly to CastleBranch at 888-723-4263, option 1. NOTE: Processing of your submissions to individual requirements takes an average of 5 - 14 business days to be completed so allow time for processing before your clinical is to begin!**

If you need to place your order - <http://gtc.castlebranch.com> – Use Fire Fox or Chrome web browser – Orders cannot be placed via your myCB account

- Click "Place Order"
- Select program from drop down options
- Select "I need to order my program-specific Medical Document Manager"
- Complete order process – **if you already have a myCB account, be sure to use the same email address and password used in previous orders**

### **Complete the following items to receive clinical clearance:**

- MMR (Measles, Mumps & Rubella) - **Currently no expiration**
  - Proof of 2 vaccinations – can submit a copy of your Wisconsin Immunization Registry or Vaccination History showing dates of MMR vaccinations **OR**
  - Positive antibody titers for **all 3 components** – can submit the MMR form showing results of the titers along with either a copy of the lab report with reference ranges used **OR** medical professional documentation containing titer results
    - If a titer is negative or equivocal, new alerts will be created for you to repeat the vaccination series. **Repeat vaccinations must occur after negative or equivocal titer results.**
    - If you are in the process of completing the 2 vaccination series, please submit the MMR form showing date of first vaccination. A new alert will be created for you to complete the series.
  - Immunization Declination Waiver – **must use the Immunization Declination Waiver form provided in packet of forms for download in the Clinical Requirements to-do list under the first requirement – 1. Gateway Forms AND can ONLY be waived for medical or religious reasons using the appropriate section – NOTE: Gateway Technical College cannot guarantee choice in clinical preference if waived**
    - If waiving due to medical reasons, form **must be** completed by a Healthcare Provider, making sure they indicate both the vaccination being waived along with the medical reason for waiver and sign/date the form
    - If waiving due to religious reasons, form **must be** completed and signed/dated by your clergy, making sure they indicate the vaccination being waived

- Varicella - **Currently no expiration – History of Disease not acceptable!**
  - Proof of 2 vaccinations – can submit a copy of your Wisconsin Immunization Registry or Vaccination History showing dates of Varicella vaccinations **OR**
  - Positive antibody titer – can submit the Varicella form showing results of the titer along with either a copy of the lab report with reference ranges used **OR** medical professional documentation containing titer results
    - If the titer is negative or equivocal, new alerts will be created for you to repeat the vaccination series.  
**Repeat vaccinations must occur after negative or equivocal titer results.**
    - If you are in the process of completing the 2 vaccination series, please submit the Varicella form showing date of first vaccination. A new alert will be created for you to complete the series.
  - Immunization Declination Waiver – **must use the Immunization Declination Waiver form provided in packet of forms for download in the Clinical Requirements to-do list under the first requirement – 1. Gateway Forms AND can ONLY be waived for medical or religious reasons using the appropriate section – NOTE: Gateway Technical College cannot guarantee choice in clinical preference if waived**
    - If waiving due to medical reasons, form **must be** completed by a Healthcare Provider, making sure they indicate both the vaccination being waived along with the medical reason for waiver and sign/date the form
    - If waiving due to religious reasons, form **must be** completed and signed/dated by your clergy, making sure they indicate the vaccination being waived
- Hep B - **Currently no expiration**
  - Proof of 3 Hep B vaccinations – can submit a copy of your Wisconsin Immunization Registry or Vaccination History showing dates of Hep B vaccinations **OR**
  - Proof of 2 Hepislay vaccinations – can submit a copy of your Wisconsin Immunization Registry or Vaccination History showing dates of Hepislay vaccinations **OR**
  - Positive antibody titer – need to submit the Hepatitis B form showing results of the titer along with either a copy of the lab report with reference ranges used **OR** medical professional documentation containing titer results
    - If the titer is negative or equivocal, new alerts will be created for you to repeat the vaccination series.  
**Repeat vaccinations must occur after negative or equivocal titer results.**
    - If you are in the process of completing the 3 vaccination series, please submit the Hepatitis B form showing date of first vaccination. A new alert will be created for you to complete the series.
  - Immunization Declination Waiver – **must use the Immunization Declination Waiver form provided in packet of forms for download in the Clinical Requirements to-do list under the first requirement – 1. Gateway Forms AND complete the appropriate section – NOTE: Gateway Technical College cannot guarantee choice in clinical preference if waived**
    - Can self-waive indicating the vaccination you are declining **OR**
    - If waiving due to medical reasons, form **must be** completed by a Healthcare Provider, making sure they indicate both the vaccination being waived along with the medical reason for waiver and sign/date the form
    - If waiving due to religious reasons, form **must be** completed and signed/dated by your clergy, making sure they indicate the vaccination being waived
- TB Skin Test - **Complete every 12 months**
  - Proof of negative one-step skin test administered within the past 12 months – form **must be** completed and signed by Healthcare Professional showing your results. **NOTE:** a one-step skin test **must be** read within 48-72 hours so do not have the test administered on a Thursday if a qualified healthcare professional is not available on Saturday to read it **OR**
  - Proof of negative QuantiFERON Gold OR T-Spot blood test administered within the past 12 months - form **must be** completed and signed by Healthcare Professional showing your results
  - **IF positive results, must** provide proof of positive test results along with either a clear chest x-ray administered within the past 12 months following the positive results OR proof of a negative QuantiFERON Gold OR T-Spot blood test administered within the past 12 months following the positive results – form **must be** completed by Healthcare Professional showing results

- **For TB Renewal requirements -- IF** you have previous submitted positive TB results with either a clear chest x-ray OR negative QuantiFERON Gold or T-Spot blood test, you must provide a symptom free TB questionnaire on the school form – form **must be** completed with your Healthcare Provider **OR**
  - Physician clearance documented on letterhead following positive results
- Tetanus – **Valid for 10 years – Must be full Tdap vaccination**
  - Proof of Tdap vaccination administered within the last 10 years - can submit a copy of your Wisconsin Immunization Registry or Vaccination History showing date of Tdap vaccination **OR**
  - Immunization Declination Waiver form – **must use the Immunization Declination Waiver form provided in packet of forms for download in the Clinical Requirements to-do list under the first requirement – 1. Gateway Forms AND complete the appropriate section – NOTE: Gateway Technical College cannot guarantee choice in clinical preference if waived**
    - Can self-waive indicating the vaccination you are declining **OR**
    - If waiving due to medical reasons, form **must be** completed by a Healthcare Provider, making sure they indicate both the vaccination being waived along with the medical reason for waiver and sign/date the form
    - If waiving due to religious reasons, form **must be** completed and signed/dated by your clergy, making sure they indicate the vaccination being waived
- Influenza (flu) – **MANDATORY September 1 – April 30**
  - **NOT required** for summer clinical or practicum courses – **May 1 – August 31**; you do not need to upload any documentation to the Influenza requirement for summer clinical or practicum courses – the requirement can remain ‘Incomplete’.
  - If your employer provides the influenza vaccination, you **must** submit the Influenza form by October 31 showing receipt of a vaccination for the current influenza season making sure to allow 5-14 business days for processing to avoid missing clinical hours. **HOWEVER**, be advised that your clinical site may require you to submit current flu season vaccination documentation *prior to* October 31 to be allowed clearance.
  - Provide proof of flu shot administered for **current** flu season – can submit a copy of your Wisconsin Immunization Registry or Vaccination History showing date of influenza vaccination OR a copy of the entire receipt showing name, date, and vaccination received **OR**
  - Immunization Declination Waiver – **must use the Immunization Declination Waiver form provided in packet of forms for download in the Clinical Requirements to-do list under the first requirement – 1. Gateway Forms AND can ONLY be waived for medical or religious reasons using the appropriate section – NOTE: Gateway Technical College cannot guarantee choice in clinical preference if waived**
    - If waiving due to medical reasons, form **must be** completed by a Healthcare Provider, making sure they indicate both the vaccination being waived along with the medical reason for waiver and sign/date the form
    - If waiving due to religious reasons, form **must be** completed and signed/dated by your clergy, making sure they indicate the vaccination being waived
- Initial Physical – **Must be conducted within 12 months of beginning practicum (509-310)/Physical Renewal – Communicable Diseases**
  - **Healthcare provider must complete the Initial Physical Examination form** provided in packet of forms for download in the Clinical Requirements to-do list under the first requirement – 1. Gateway Forms - **AND must** indicate the date of physical examination, contain requested information, and be signed/dated by the healthcare provider conducting the physical
  - You will be required to submit the Physical Renewal-Communicable Diseases form **yearly after** submission of your Initial Physical Exam form
- CPR – **Valid for 2 years - Must renew within 2-year period to keep certification valid**
  - Upload a **signed** copy of your valid CPR card (front and back) **OR**
  - Upload copy of your e-Card (electronic card)
    - **Must be** one of the following: **American Heart Association** Healthcare Provider, American Heart Association BLS Provider or BLS Instructor. You can check for acceptable cards at <https://www.gtc.edu/documents/acceptable-cpr-cards-health-programs>
    - If you recently completed the CPR course, you can submit a letter on letterhead from the provider showing the level of certification you received and date of completion for *temporary* clearance; however,

you will need to upload permanent documentation (signed CPR card-front and back OR a copy of your electronic card) within 30 days to remain compliant and cleared.

- If you have questions regarding acceptability of CPR course or need assistance locating an acceptable course, please contact Lori Maccari at [maccaril@gtc.edu](mailto:maccaril@gtc.edu).
- Medic First Aid – **Valid for 2 years**
  - Must be renewed within the 2 year period to keep certification valid
  - Upload valid Wisconsin Medic First Aid card

### **eLearning – Complete eLearning training once for clearance – currently does not expire**

If you need to place your order - <http://gtc.castlebranch.com> – Use Fire Fox or Chrome web browser – Orders cannot be placed via your myCB account

- Click “Place Order”
- Select program from drop down options
- Select “I need to order my eLearning Training package”
- Complete order process – **if you already have a myCB account, be sure to use the same email address and password used in previous orders**
- Once you place your order, please **allow 2-3 business days for CastleBranch to process your registration** and update your eLearning to-do list with remaining requirements.
- Each training course takes approximately 30-45 minutes to complete.
- Upon successfully completion of each training course, you will receive a completion certificate which shows the course name and number, your name, and date of complete. The course completion certificates are available from the “Achievements” tab on the left panel of your home screen once you have completed the course. These course completion certificates will need to be saved to your computer or a thumb/flash drive and then uploaded to their corresponding requirement in your eLearning to-do list.
- **Allow a minimum of 7 business days for processing of your submissions**

### **Drug Test – 10 Panel Drug Screen - Currently no expiration – Results typically take 3-5 business days to be completed upon providing your urine specimen for testing; if there are any issues with your results, a Medical Review Officer from CastleBranch will contact you to discuss your results**

If you need to place your order - <http://gtc.castlebranch.com> – Use Fire Fox or Chrome web browser – Orders cannot be placed via your myCB account

- Click “Place Order”
- Select program from drop down options
- Select “I have been awarded a program clinical seat OR will be participating in practicum courses and need a drug test”
- Complete order process – **if you already have a myCB account, be sure to use the same email address and password used in previous orders**
  - **Please read the Additional Information section for important information on completing your drug test.** Your results will be placed in your myCB account under your Drug Test To-Do List and will not need to be forwarded to Gateway Technical College
  - **NOTE: Kenosha/Racine programs will be directed to Quest Diagnostics in Kenosha, WI. Elkhorn/Burlington programs will be directed to Aurora Lakeland – Occupational Health Department in Elkhorn, WI.**

### **Background Check - CBC and BID - Valid for 2 years and MUST BE valid throughout entire term for which you wish to register**


Students are responsible for monitoring their background check expiration dates. Log into your myGateway account – under WebAdvisor & Self-Service, click Program Petition – click Background/Health Documents to expand section. Once expanded, you will be able to see the information pertaining to your Criminal Background Check (CBC) and Background Information Disclosure (BID) Form. You will need to pay attention to the Received Date and the number of months listed in the

Expires in (months) from Received Date column. You will simply need to calculate the expiration date based upon the number of months your CBC is valid and the date it was received (completed).

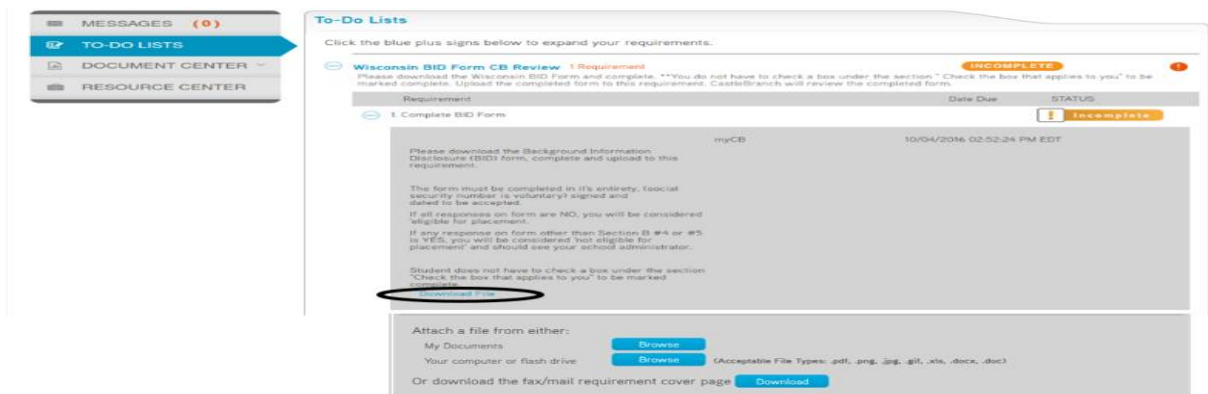
If you need to place your order - <http://gtc.castlebranch.com> – Use Fire Fox or Chrome web browser – Orders cannot be placed via your myCB account

- Click “Place Order”
- Select program from drop down options
- Select appropriate background check option –
  - “I have never ordered with CastleBranch for Gateway Technical College and I need my initial background check” – *use this option if you have **not** previously ordered a background check for Gateway Technical College via CastleBranch OR if you need to update your background check and have had a change in out of state residency since your initial background check*
  - “I have previously ordered with CastleBranch for Gateway Technical College and I need a recheck background check” – *use this option if you have previously ordered a background check for Gateway Technical College via CastleBranch and have **not** had a change in out of state residency*
- Immediately after placing order, log into your myCB account at <http://mycb.castlebranch.com/> using the email address and password you indicated when placing your order to access your To-Do Lists.

**NOTE: You must submit a completed BID form before your order will move forward. Failure to complete and upload your BID Form will result in a stoppage of the order process!**

- Click on the “blue” words to open your Wisconsin Caregiver Background Check with BID Form To-Do List OR Wisconsin BID Form (CB Review). **NOTE: BID form requirement verbiage may differ in your account; however, you should still be able to access the Complete BID Form requirement and download link to actual form**
- Click on the “blue” words OR  symbol next to **1. Complete Required BID Form**. You **must** complete the entire form making sure to indicate your answers by placing an “X” or “V”, **initial the statement** on the last page above your signature and the date, sign with your full name, and indicate current date you are completing the form. **Use Microsoft Office Word or editable pdf software such as Adobe to download the BID form! NOTE: Picture below may differ from what’s in your account, but download link will be provided at end of the verbiage. IF you do not have access to Microsoft Office Word, you will need to print out both the BID form and the fax/mail cover sheet available under the requirement. Use black or blue ink to legibly complete the entire form.**
- Once completed your form, you will need to upload the electronically completed form to your requirement OR use the fax/mail cover sheet for your **Complete BID Form** requirement to fax your completed form to the number listed on the cover sheet.

**NOTE: DO NOT upload a copy of your Order Confirmation page, a blank form, OR a photocopy of your completed form! This will delay processing of your order. Gateway Technical College only processes your file when both the background check results AND the BID form are completed.**



**\*\*\*Should you withdraw from the program, please contact your program advisor regarding re-entry requirements\*\*\***