

Northwood Tech ADN Program Clinical Facility Requirement Checklist

Summary of requirements that must be uploaded to your Student Passport account to retain your spot to start the nursing program. Corrections must be completed by the date listed to retain your spot. For returning students, all requirements must be successfully completed and up to date to be offered a reentry spot.

Requirement	Special instructions	Documentation Due Date	Corrections Due
Background Checks <ul style="list-style-type: none"> • National Criminal • WI Caregiver • MN Caregiver 	Initiated with opening your Student Passport account. CastleBranch is only used to purchase and retrieve results for your National and WI background checks. Watch for results and check for accuracy. If you have discrepancies, watch for an email from Northwood Tech ADN Program Coordinator to confirm them (we may request additional information; there will be a deadline for submitting it). If you are applying to the Superior campus, you must complete a MN background check. Other students will be notified if/when a MN background check is required. Once you have received your background results from the CastleBranch site, please upload all documentation together (at the same time) to this requirement area on Student Passport.	11/29/21	12/6/21
WI Caregiver Background Check (including BID)	BID form is in the Student Passport System under Background Checks. Complete all areas, sign, and date. Be honest. Do not be alarmed if the form status is listed as pending for a long time. We will notify you if there is a problem. Upload this documentation to the requirement area on Student Passport.	11/29/21	12/6/21
CPR: basic life support for health care providers	Must be an American Heart Association or American Red Cross course for health care providers (do not take an online course that says it meets AHA guidelines; it will not count). Upload documentation on Student Passport.	12/13/21	1/3/22
Health form with Physical Exam	Complete all sections (even if only with "n/a"). Upload all 8 pages (even those that only list instructions or may not apply to you). If you have had a physical exam within the past year, the healthcare provider can fill out this page based on that data, but it must be listed on the Northwood Tech health form to be accepted. Upload all 8 pages together (at the same time) to this requirement area on Student Passport.	12/13/21	1/3/22
Measles (Rubeola)	Need proof of two doses of vaccine or titer that shows you are immune. If the titer shows non-immune or "equivocal", you also need to get a booster dose and provide that documentation. Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/13/21	1/3/22
Mumps	Need proof of two doses of vaccine or titer that shows you are immune. If the titer shows non-immune or "equivocal", you also need to get a booster dose and provide that documentation. Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/13/21	1/3/22
Rubella	Need proof of one dose of rubella or MMR vaccine received after 1 st birthday or titer that shows you are immune. If the titer shows non-immune or "equivocal", you also need to get a booster dose and provide that documentation. Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/13/21	1/3/22
Varicella (Chicken pox)	Need proof of two doses of vaccine or titer that shows you are immune. Proof of history of varicella (have your clinic enter this in your WIR report) and positive titer will also meet the requirement. If the titer shows non-immune or "equivocal", you also need to get a booster dose and provide that documentation. Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/13/21	1/3/22

Requirement	Special instructions	Documentation Due Date	Corrections Due
Hepatitis B	Need proof of three doses of vaccine or titer that shows you are immune. If the titer shows non-immune or “equivocal”, you will need a complete second three-dose series. Serologic retesting should be completed 1 to 2 months after completion of the second vaccine series. If you have recently started the series, please show proof of start of series and continued progression. Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/13/21	1/3/22
Tdap	Need proof of vaccine. If it has been more than 10 years since you received the Tdap, you need to upload proof of a booster (Td). Upload all documentation together (at the same time) to this requirement area on Student Passport.	12/13/21	1/3/22
Annual influenza vaccine (current season)	Upload documentation on Student Passport. You must upload proof of your influenza vaccine to Student Passport	12/13/21	1/3/22
Covid - 19	Covid-19 vaccinations are being required by our clinical facilities. <ul style="list-style-type: none"> • 1 step Johnson and Johnson OR • 2 step Moderna or Pfizer will qualify for this vaccination requirement. 	12/13/21	1/3/22
Tuberculosis	<ul style="list-style-type: none"> • Need two-step (two Tb skin tests, the second one received within 1 – 3 weeks after the first one is read). One step annually, thereafter. Results must report dates and mm of induration. If you had a two-step completed with your employer and continued annual testing, please upload proof of your two-step test and any annual Tb tests after your initial two-step Tb test. • In place of the Tb skin test, you can complete the IGRA (must be repeated annually). • If you have ever had a positive Tb skin test or IGRA, you need a negative chest x-ray (report), note from your HCP that you are free from Tb symptoms, and a completed Annual health symptom form. <p>Upload documentation on Student Passport.</p>	12/13/21	1/3/22
Health Insurance	Rice Lake campus students only: Mayo Clinic Health System requires proof of current health insurance. Upload a copy of your current health insurance card into the Student Passport if you have health insurance.	12/13/21	1/3/22

*Should any of your titers come back as “non-immune” or “equivocal” when drawn correctly (after completing full series of immunization and 1-2 months or after history of the disease), you will need to submit proof of a booster dose. You are not required to submit proof of additional titers following the booster. This applies to varicella, measles, mumps, and rubella.