



TIPS FOR RENEWING YOUR YEARLY COMPLIANCE REQUIREMENTS

1. For the 2019-2020 academic year, your compliance requirements must be completed on or after April 22, 2019. Please do not begin completing your requirements before this date.
2. All of your compliance requirements (except the flu shot) must be **uploaded to and approved by** CastleBranch by the end of the day on July 1 to avoid a compliance fee. Your flu shot must be **uploaded to and approved by** CastleBranch by the end of the business day on November 22 for the 2019-2020 academic year to avoid a compliance fee.
3. To avoid a compliance fee, we strongly urge you to upload your requirements in May or early June to allow enough time for CastleBranch approval and enough time for corrections in the case that any of your requirements are rejected by CastleBranch. Please note: at busy times it generally takes 10-14 days for approval of requirements.
4. The School of Nursing Physical Examination Form, Technical Standards Form, TB Skin Test Form, and Flu Shot Form are all located [here](#) under the "Compliance" header for Undergraduate.

PHYSICAL EXAMINATION

- You must use the School of Nursing Physical Examination Form.

TECHNICAL STANDARDS FORM

- The Technical Standards Form replaces the previously used Skills and Abilities for Degree Completion Form.
- Please be sure to submit **both pages** of the Technical Standards Form.

CPR CERTIFICATION

- Most CPR certifications are now valid for two years. Please check your CastleBranch account to determine whether you need to renew your certification this year or next year. Please email UMSN-UndergradCompliance@med.umich.edu if you have questions. **(only American Heart is accepted)**
- An official digital certificate of completion must be uploaded to CastleBranch.

TB SKIN TEST

- You are not required to use the School of Nursing TB Skin Test Form. If you submit documentation from your healthcare provider instead, it must include the healthcare provider's information, your full name, the date that you received the TB test, the date that the results were read, and the results.
- Whatever healthcare facility you get your TB Skin test administered is where you must go back to have it read and complete the test process. A relative or friend who is a nurse cannot read or sign your form; it will be rejected.
- If you need to receive a blood test or chest x-ray, you must upload the actual lab report and clear x-ray.
- Blood tests or chest x-rays are valid for three years.

FLU SHOT

- You are not required to use the School of Nursing Form. If you submit documentation from your healthcare provider instead, it must include the healthcare provider's information, your full name, the date that you received the flu shot, and lot number.