

WITC Nursing Program Health Requirement Checklist

Summary of requirements that must be uploaded to your Student Passport account in order 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 in order to be offered a re-entry spot.

Requirement	Special instructions	Documentation Due Date	Corrections Due
Criminal background check (WI Caregiver and National) (MN Background Check)	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 WITC 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. New Richmond students will also complete a MN background check but not until second semester. 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.	06/01/2020	06/30/2020
WI Background Information Disclosure (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.	06/01/2020	06/15/2020
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.	07/15/2020	07/31/2020
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 his/her page based on that data, but it must be listed on the WITC health form to be accepted. Upload all 8 pages together (at the same time) to this requirement area on Student Passport.	07/15/2020	07/31/2020
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.	07/15/2020	07/31/2020
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.	07/15/2020	07/31/2020
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.	07/15/2020	07/31/2020
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",	07/15/2020	07/31/2020

Requirement	Special instructions	Documentation Due Date	Corrections Due
	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.		
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 also need to get a booster dose and provide that documentation. 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.	07/15/2020	07/31/2020
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.	07/15/2020	07/31/2020
Annual influenza vaccine (current season)	Upload documentation on Student Passport. You must upload proof of your influenza vaccine by 10/01/2020.	07/15/2020	07/31/2020
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, 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>	07/15/2020	07/31/2020
Health Insurance	Rice Lake campus students need to document proof of current health insurance. Upload a copy of your current health insurance card into the Student Passport if you have health insurance.	07/15/2020	07/31/2020

*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 hepatitis B, varicella, measles, mumps, and rubella.