INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF CLINICAL RELATED DOCUMENTS

Students will be required to submit all program specific, clinical-related documents upon admission, through the online Complio Tracking and Screening System.

- Students will be required to pay a fee of $20.00 per year for records management. There will also be a charge for the urine drug screen ($39.00 per year) and for the annual criminal background check (fees vary). Payment can be made by credit card or mailing a money order. Note: students will be considered non-compliant until payment has been received.

Setting Up Your Complio Account

- Upon initial visit to the site, students will be required to set up an account.
- Use an active email account. Reminders for expiration of documents will be sent to the email you register with. The Nursing Program will not send reminders for expiring documents.
- Enter your date of admission upon registration. This is mandatory.

Getting Started

Under the “Getting Started” link (left side of your profile page), the students will find the following required forms and documents:

- Receipt of Student Handbook – To be signed and submitted by January 30th for spring classes and August 30th for fall classes. This is for new students entering NRS112 and LPN’s admitted to the Advanced Placement Option only.
- Physical Examination Form – To be completed upon admission to the program and submitted by the deadline established in your acceptance letter.
- Hepatitis B declination form – To be submitted if you are declining the Hepatitis B vaccination/titer. (See Physical Examination Form instructions)
- TB Questionnaire – If you have a positive PPD students must submit a chest x-ray report. The nursing program requires an annual update. The annual update form (TB Questionnaire) must be completed and submitted as your annual update.

Completing Requirements

- Required forms (located under the Getting Started section of your profile screen) to be completed and signed. Forms are then uploaded to the site in either PDF or JPG formats.
- All labs reports (CBC, urinalysis, titers) must be uploaded to the site in either PDF or JPG format.
- Urine Drug Screens – Students will choose this option, choose a facility from the list provided and make their appointments. Results will be sent directly back to American
Databank. Drug screens are done on admission and updated annually. Annual updates are due by August 15th each year. Only drug screens completed through American

- Background checks – Completed on admission and updated annually. Annual updates are due by August 15th each year.
- Flu Vaccination – Proof of vaccination is due by October 15th each year.
- Liability Insurance – Submitted upon admission and updated annually. Annual updates are due by the expiration date on the certificate of insurance. Insurance must be effective for the entire academic semester.
- Health Insurance – Submitted upon admission and updated annually. Annual updates are due by August 15th each year.
- PPD – Done upon admission and updated annually. Must be submitted by January 15th for spring classes and August 15th for fall classes and be effective for the entire academic semester.
- CPR Certification – Due upon admission and updated every 2 years. When updated, must be submitted by January 15th for spring classes and August 15th for fall classes and be effective for the entire academic semester.