CB CastleBranch

Welcome to CastleBranch!

When you place your initial order, you will be prompted to create your secure CastleBranch account. From within your CastleBranch Profile, you will be able to:

✔ View your order results
✔ Manage the requirements specific to your program
✔ Complete tasks as directed to meet deadlines

✔ Upload and store important documents and records
✔ Place additional orders as needed

to place your order, go to www.castlebranch.com

in the "**Place Order**" field, enter the following package code specific to your school and program:

HF82 – Background Check, Drug Test, Medical Document Manager

during order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

the email address you use when placing your order will become your username for your myCB account and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

you can respond to any active alerts or To-Do List items now, or return later by logging into your myCB account. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your myCB account anytime to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate CastleBranch portal.

Medical Document Manager Immunization requirements

Measles, Mumps & Rubella (MMR)
-There must be documentation of one of the following:
- ✔ 2 vaccinations
- ✔ Positive antibody titer for all 3 components (lab report or physician verification of results required)

Varicella (Chicken Pox)
-There must be documentation of one of the following:
- ✔ 2 vaccinations
- ✔ Positive antibody titer (lab report or physician verification of results required)

Hepatitis B
-There must be documentation of one of the following:
- ✔ 3 vaccinations
- ✔ Positive antibody titer (lab report required)

TB Skin Test (Do NOT complete this requirement until instructed)
-There must be documentation of one of the following:
- ✔ 1 Step TB Skin test (Must be administered between November 1st-December 10th of this year)
- ✔ If positive results, provide clear Chest X-Ray must be administered within the past 6 months.

Tetanus, Diphtheria & Pertussis (Tdap)
-There must be documentation of a Tdap booster within the past 10 years.

Health Insurance
-Submit a copy of your current health insurance card (both front and back of card) OR proof of coverage. **If name on card does not match student's, verification of coverage from provider is required.

Influenza
-Submit documentation of a flu shot administered during the current flu season.
- • Documentation must include: location of administration, date of administration, lot number of vaccine, and influenza season covered by administered vaccine.

Physical Examination
-Download, print and complete the Physical Examination Form & upload to this requirement. Physical Exam MUST be completed on school form AND signed by a medical professional. Physical exam forms are only valid for 1 year from the date of the original physical.

Confidentiality Statement
-Download, print and complete the Confidentiality Statement & upload to this requirement.

Injury Release
-Download, print and complete the Confidentiality Statement & upload to this requirement.

Meningitis
-Meningitis is only required if you are LESS than 22 years old. Are you LESS than 22 years old? If YES, submit a Meningitis vaccine administered within the past 5 years. If NO, this requirement will be marked complete.

TSBP Trainee Registration
-Submit a copy of your TSBP Trainee Registration. Receipts are not acceptable.

Driver's License
-Please submit a copy of your current drivers license or government issued ID.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
888-723-4263 or customerservice@castlebranch.com