



320 Crown Oak Centre Drive, Longwood, Florida, 32750

850-792-2376
850-79 (ACESO)

Student Checklist

Submitted to School: (pictures not acceptable; must be scanned in or brought to school)

- 1) Enrollment application
- 2) Student Checklist (signed)
- 3) Student Attestation (signed)
- 4) Clinical Items Form
- 5) Copy of nursing license (if applicable)
- 6) Copy of drivers license (must be a color copy)
- 7) Copy of Social Security card
- 8) Approval letter from FBON/NCSBN printout (must be submitted before clinical)
- 9) Student Acknowledgement Form (signed)
- 10) Signed Recording Policy
- 11) Handbook acknowledgement form

Submitted to Castlebranch: (If not submitted to Castlebranch they will not be accepted)

- 1) Completed HIPPA form (found on Castlebranch.com)
- 2) Proof of BLS (AHA or Red Cross only)
- 3) Physical
- 4) Proof of titers
- 5) Tetanus
- 6) TB
- 7) Drug Screen (order code EQ83dt)
- 8) Flu shot (Mandatory for clinical in Oct.-March)
- 9) Background check (order code EQ83bg)
- 10) Liability/Malpractice Insurance
- 11) COVID Vaccine Card

Signature: _____ **Date:** _____