



**UNIVERSITY OF
WEST FLORIDA**

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Family Nurse Practitioner Nursing Education Nursing Leadership

CastleBranch Information Booklet

* Please note: This guide is only applicable to the above MSN programs. If you are a student in the Direct Entry MSN (DEMSN) program, please disregard the information provided here.

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DISA CB (formerly known independently as CastleBranch) is the platform used to store and monitor the documentation required for compliance with clinical requirements. In order to remain compliant and start/continue to attend your clinical rotation, you must make sure your CastleBranch account is up to date at all times.

“DISA CB”, “myCB”, and “CastleBranch” will be used interchangeably throughout this guide.

Please keep the following in mind before starting the process of ordering your items:

If you already have an existing CastleBranch account from your time at a different institution or university, it is *highly recommended* that you create a new CastleBranch account using your UWF email address [@students.uwf.edu]. Any previous orders placed will remain on your account, and this often causes confusion on your tracker list. Any information uploaded to a different institution’s tracker will not be accessible by UWF staff.

If you are a returning UWF Student and you already have an existing CastleBranch account, please go to the section of this guide titled “**Returning Students**” before continuing (page 11.)

The codes you will use to place your order in CastleBranch will vary depending on your place of residence. Please be careful to input the correct codes. If you somehow purchase the wrong set of codes, or input something incorrectly, please contact ukcohaaffiliations@uwf.edu ASAP.

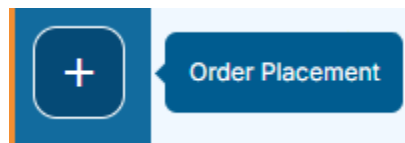
If you are an in-state student:	If you are an out-of-state student:
- UC95fp Background Check, In-State fingerprinting, eLearning, Clinical Tracker - UC95dt Drug Screening - Order must be placed the semester before your first practicum - No previous drug screening results can be accepted.	- UC95os Background Check, Out-of-State fingerprinting, eLearning, Clinical Tracker - UC95dt Drug Screening - Order must be placed the semester before your first practicum - No previous drug screening results can be accepted.

The above codes can only be used **one at a time**, so be sure to place two orders using the same CastleBranch account.

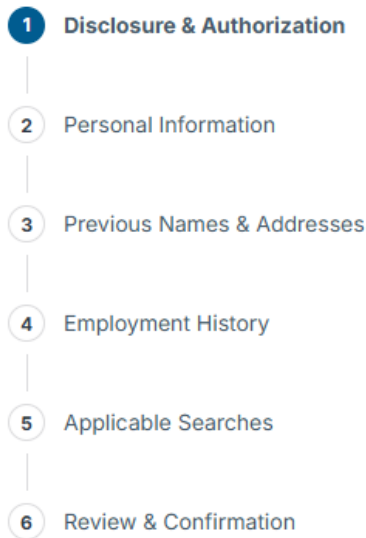
How to place an order with myCB

Please follow the steps below to correctly place your order and create your CastleBranch account.

- [Follow this link.](https://www.castlebranch.com/online_submission/package_code.php)
(Or copy and paste this link into your search bar:
https://www.castlebranch.com/online_submission/package_code.php)
- The order codes you will need are listed on the previous page of this guide.
- Log in to your existing account, or take this time to create a new one using your UWF email address. If you're using an existing account that hasn't been used since before May 2026, you may have to upgrade to a myCB2 account.
- If you are taken to your dashboard upon logging in instead of the order screen, press the "Order Placement" button in the side bar.



- Review the items that are included in the package.
 - UC95fp & UC95os will contain 10 items
 - UC95dt will contain 1 item
- Click the two check boxes below the information and start your order.
- Complete steps 1-6



When completing your order, be sure to input all of your information correctly. Whatever contact information you provide to CastleBranch (phone number/email address) is what they will use to contact you in the event that something needs to be updated or redone.

If you have any technical issues when ordering your account, call CastleBranch at (888)723-4263. Visit the ["Get in Touch" webpage](#) for more details. You can also [visit this link](#) to submit a support ticket.

CastleBranch Account Components

As mentioned previously, **all** items must be present on your CastleBranch account in order to be compliant with clinical requirements. No items should still be in “Pending” status when you begin practicum. These items are the following:

- Background Check
 - Drug Screening
 - Fingerprinting
 - eLearning Tracker
 - Clinical Requirements manager
-

Background Check:

Included in package UC95os and UC95fp

Your background check will be initiated automatically upon placing your package order. Once initiated, your only responsibility is to wait for it to be completed. If something is flagged, you will be contacted. If for any reason you need to have your background check re-run, you will use a different order code, so do not re-purchase the entire bulk package. Please contact the affiliations team for further guidance.

Every practicum semester after your first, you will upload a **Certification of Continued Clear Criminal Background** form. By signing, you will be verifying that there have been no changes to your criminal history since your admittance into the UWF School of Nursing, and that you are aware of the SoN’s policies around reporting an arrest of any kind. (More Details on page 9.)

Drug Screening:

Included in package UC95dt

You must have a drug screening completed through the CastleBranch platform. **UWF cannot view or accept the results of any previous drug screening conducted outside of the UC95dt order code.**

Upon placing your order, you will be matched with a testing facility within a certain radius of the zipcode you provided when creating your account. You can only go to a facility that CastleBranch is able to match you with for your results to be received properly and automatically populate on your account. You will be given a form to download and take with you to your screening appointment.

Your drug screening must be ordered the semester before your first practicum, and the results must be cleared before you are allowed to begin. Please plan accordingly.

*****Please be advised:***** *If you are currently prescribed a medication that is commonly flagged on drug screenings, CastleBranch’s review team will reach out to you and request proof of your prescription. They will contact you using the information you provided when creating your account, so please keep that in mind.*

Fingerprinting:

Included in package **UC95os** and **UC95fp**

The fingerprinting process will vary depending on the order code used, determined by your place of residence. Within 24 hours of placing your order, CastleBranch will email you instructions on how to complete this task, including registering with IdentoGo.

If you are using the **UC95os** order code, the process will involve completing and mailing out ink cards of your fingerprints to the address IdentoGo gives you on your registration. **Do not mail these inkcards directly to UWF. They will be destroyed.**

It is imperative that you follow the instructions you are sent by CastleBranch and IdentoGo, and save/document every correspondence you have with them in the event of an issue. Keep all of your receipts, keeping a special eye out for information such as the ORI/Agency number and TCN. These numbers will be asked for if a problem arises.

eLearning:

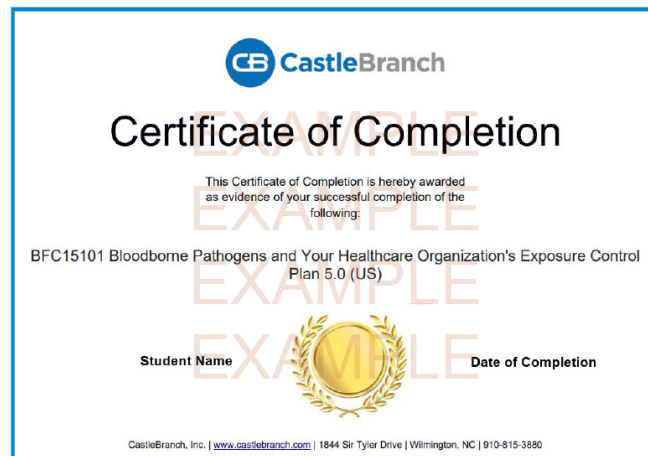
Included in package **UC95os** and **UC95fp**

After placing your order, you will also be sent instructions on how to register for the required eLearning modules using the **Litmos** platform. You must access and complete both of the following courses:

- Medical OSHA
Bloodborne Pathogens and Your Healthcare Organization's Exposure Control Plan
(BF15101 or BFC15101)
- HIPAA Hospital Nurses
(BF18121 or BFC18121)

****Please be advised:**** *These eLearning courses expire 1 year from your date of registration. If you do not complete the courses within 12 months of registration, you will lose access to them.*

After completing the courses, you will receive and upload the Certificate of Completion for each course to your CastleBranch account. Be sure to upload the correct certificate to each course.



Clinical Requirements Tracker:

Included in package **UC95os** and **UC95fp**

This portion of your Castlebranch account is where you will house your required **vaccinations, certifications, and licensure**. You will need to upload a scanned/digital copy of all required forms and documentation. (Do not put files in the “My Documents” section. They need to be uploaded to your tracker.) *Your submissions must have your name and the date of the service included.*

These requirements are listed below:

Measles, Mumps, Rubella (MMR)
○ Requires 2 vaccinations <u>or</u> a positive antibody titer for all 3 components (lab report required.) ○ If your submitted titer is negative, you will need to schedule a booster vaccine.
Varicella (Chicken Pox)
○ Requires 2 vaccinations <u>or</u> a positive antibody titer (lab report required) or a <i>medically documented</i> history of the disease. ○ If your submitted titer is negative, you will need to schedule a booster vaccine.
Hepatitis B
○ Requires a full vaccination series (2 or 3 doses) <u>and</u> a positive Surface Antibody (HBsAb) titer (lab report required) ○ May be in progress at the start of the program, so long as you stay on schedule. ○ If your first titer is Negative, you must repeat the series followed by a second titer (Your repeat series of vaccines should be a different brand than your first series) ○ If your second titer is Negative, contact onboarding staff for next steps ○ You cannot be considered a “non-responder” without two documented series and two negative titers.

Tuberculosis (TB) Screening
○ Must be one of the following: ■ T-spot test (lab report required) ■ A QuantiFERON Gold Blood Test (lab report required) ○ If the TB screening is positive, the results of a chest x-ray will be required. ○ <u>Must be renewed Annually.</u> ■ If your screening was positive previously and you submitted a clear chest x-ray, you can fill out the Tuberculosis Screening Questionnaire to renew the requirement.
Tetanus, Diphtheria, and Pertussis (TDaP)
○ Must have been administered within the past 10 years. ○ If submitting a TD booster, you must submit documentation of the booster, as well as the full vaccine from some point in your lifetime. ○ <u>Must be renewed if it expires while you're in the program.</u>
CPR Certification
○ Only BLS certifications through the American Heart Association or the American Red Cross are accepted. ○ No other certifying body is permissible. ○ <u>Must remain active at all times during practicum.</u>
Influenza (Flu)
○ Requires documentation of current vaccination unless the student provides a declination signed by a healthcare provider on business letterhead indicating it is medically contraindicated. ○ Requirement at the start of your practicum varies depending on which semester your first practicum takes place: ■ Spring – Vaccine due while completing CB requirements ■ Summer - Vaccine not required until October 15th <i>[Please leave this requirement blank until Fall in order to avoid confusion]</i> ■ Fall - Must have new season's vaccine by October 15th

Health Insurance
○ Must be active through all practicum semesters ○ If insurance is covered by the military, please upload a copy of your Military ID to this requirement.
UWF Health Form, Honor Code, MSN HIPAA Powerpoint/Certification
○ Available to download from the respective requirements in CastleBranch
RN License
○ Must remain active and updated throughout your entire practicum.
Certification of Continued Clear Criminal Background
○ Renewed every semester following your initial background check ○ Has set due dates for all students across the school of nursing ■ January 2nd ■ May 5th ■ August 15th ○ At the start of your first practicum, you can leave this blank until the following due date

Remaining Compliant in CastleBranch

ALL requirements detailed in the previous section must be *complete* and *up-to-date* before you are permitted to begin your first semester of practicum. Each requirement is further explained on the To-Do list of your account. Each requirement has a drop down that will provide you with the details/specifics of what is required.

Your drug screening and fingerprinting must be completed through the DISA/CastleBranch platform the semester before your first practicum.

There are no waivers, exemptions, or exceptions for any of the listed requirements, apart from the flu vaccine that can only be waived by a signed letter from your doctor indicating a medical contraindication.

No items should be left with the “Pending” status.

You must remain in full compliance **at all times throughout your practicum experience**. CastleBranch will send several reminders before a requirement is due. Please make sure that you frequently check the email address you used to start your CastleBranch account and heed these reminders.

When a requirement needs to be renewed, the section to renew it will open **three weeks** before the set due date. For example, when it is time to upload influenza documentation by October 15th, the requirement will open up on September 24th. You will have from September 24th to October 15th to turn in your documents.

If, at any time, your CastleBranch account falls out of compliance or items become overdue, you will be told to sit out of your clinical rotation until compliance is met.

Being compliant in CastleBranch does not automatically clear you to start practicum.

You are not permitted to start your clinical rotation until your instructor tells you that you are cleared.

Returning Students

If you graduated from UWF's Traditional BSN (TBSN) or Direct Entry MSN (DEMSN) programs:

Please reach out to onboarding staff before placing your order or creating an entirely new CastleBranch account. We can contact CastleBranch to have your existing BSN account transferred to an MSN account. You will be given a separate set of order codes to use after your account has been transferred.

Before your account is transferred, go through your existing Clinical Tracker and download any documents you may no longer have other access to. Once your account is switched from BSN to MSN, your previous UWF tracker will be archived.

If you were previously enrolled in and/or graduated from one of UWF's other MSN programs:

Please reach out to onboarding staff before placing your order or creating an entirely new CastleBranch account. The only items that would need to be repurchased is an updated Background Check and Drug Screening. You will be given a separate set of codes in order to purchase these items individually and avoid having to buy the full package over again.

If you are returning to continue the same program after several semesters away, you will have to get an updated Background Check and Drug Screening.

Your existing Clinical Tracker can be updated to fit your current immunization status.

If you graduated from UWF's RN-BSN program:

Please use your existing CastleBranch account to place the orders listed on page 3. Only create a new CastleBranch account if your previous one was created using an email address other than your student email.

Feel free to double check with onboarding staff in case this process has changed.

If your name has changed since you were previously enrolled, and you will be reusing an existing CastleBranch account, please let onboarding staff know so that we can find you in the system.