CASTLEBRANCH

WHAT IS CASTLEBRANCH:

It is the platform that the School of Nursing uses to track Clinical Clearance for their nursing students at all levels.

HOW DO I GO ABOUT GETTING A CASTLEBRANCH ACCOUNT:

One of the attachments to your acceptance letter is information about Castlebranch and how to open an account. This letter includes the necessary codes to open an account. Please be sure to read through the entire document to make sure that you understand the type of account you need both in the beginning and later on in your academic experience. PLEASE NOTE THAT THE DRUG SCREEN IS TO BE DONE THE SEMESTER BEFORE YOUR PRACTICUM. If you do the drug screen upon admission, it will not be valid when you get to your practicum experience and you will have to pay to repeat the drug screen.

WHEN DO I NEED TO HAVE MY CASTLEBRANCH ACCOUNT SET UP?

The account needs to be in place and fully compliant by the last day of your 1st semester as shown on the academic calendar.

WHEN DO I NEED TO HAVE MY DRUG SCREEN?

Your drug screen should be done during the semester before your practicum. The facilities want current screens, so if you do the screen upon admission, it will not be valid by the time you start your practicum.

OTHER CASTLEBRANCH INFORMATION

You will be required to keep your Castlebranch account current during your entire academic experience at UWF. Reminders of when things are coming due will be sent both by Castlebranch and UWF. Same is true for items that are overdue. If you are not clinically cleared when it is time for your practicum, your practicum start will be delayed.

Castlebranch has a helpline, 888-723-4263, if you have technical issues with your account.

Other questions regarding Castlebranch can be directed to the Nursing Affiliations Coordinator, June Strohmetz, jstrohmetz@uwf.edu, 850-474-3215.