Your Goal: Enroll in a Nursing Assistant course that fits your schedule
NWTC's Goal: Provide you with support and resources to complete state-required steps

After applying to the NWTC Nursing Assistant course, state-required steps must be completed. NWTC uses CastleBranch which is an online background check and compliance management company. Once completed, you can then enroll in a Nursing Assistant course.

- **Student applies online to the Nursing Assistant course**
  - NWTC Career Coach will waive the $30 application fee
  - www.nwtc.edu/apply
- Plan for a total of 2 – 3 weeks CastleBranch and NWTC processing time
- Complete the steps below.
- For assistance to apply to the program, contact your Career Coach, Start College Now Advisor, or email start@nwtc.edu
- If you have questions related to Castlebranch processing, please contact Janna Allen at Janna.Allen@NWTC.EDU or cbc@nwtc.edu
- Enroll in a class after completing all the steps below

1. **SCHEDULE TB testing ASAP with your health care provider**
   a. Two-step skin test – 1 to 3 weeks apart (requires 4 total appointments)
   b. Upload pdf files or photos of the test results to CastleBranch
   c. Allow for processing time of 2-3 days between CastleBranch and NWTC

2. Background Information Disclosure (BID)
   a. Fill out carefully and completely
   b. This form is frequently rejected due to missed fields
   c. Upload to CastleBranch
   d. Allow for processing time of 2 days

3. Health Forms
   a. Complete all required forms – Hep B, Functional Abilities, & TB
   b. Upload forms to CastleBranch – take a picture, upload the image
   c. Allow for processing time of 2 days

4. Create CastleBranch online account after forms are filled out – www.castlebranch.com
   a. Student creates a CastleBranch (CB) online account – fee, debit/credit card required
   b. Use appropriate CB "Package Code" depending on age of student
   c. Under 18 package code – **NF14im**
   d. 18+ package code – **NF14**
   e. Use your NWTC Student ID when setting up this account
   f. Provide an email that you will regularly check for CastleBranch communications
   g. Age 18+ requires a Criminal Background Check (CBC) - CB processing time approximately 1 week
   h. Under age 18, email: cbc@nwtc.edu "I am a potential Nursing Assistant student, my name is ___, my student ID is ____, and my date of birth is ___" This will waive your background check.

5. Check email from CastleBranch account 2-3 days after upload for approval and possible missed/rejected items.

6. CastleBranch contact information: 888-723-4263 or https://mycb.castlebranch.com/help

7. Review Application Checklist in student NWTC account – www.nwtc.edu/mynwtc

8. Enroll in NWTC course when all steps are complete **-** https://www.nwtc.edu/admissions/take-a-class