Creating a CastleBranch Account for the Nursing Assistant program

www.castlebranch.com
Prior to logging in

Things to do:

• Have your credit card ready!
  – An account won’t be made until payment is processed.

• Select package code
  – Nursing Assistant over 18 = NF14, $60
  – Nursing Assistant under 18 = NF14im, $15

• Follow up
  – Make a note on your calendar/device to follow up until all requirements are completed

• Questions
  – Call CastleBranch at phone # 1-888-723-4263
What is CastleBranch?

• Many program students are required to provide documentation of immunizations and vaccinations prior to beginning clinical classes at hospitals, medical clinics, and nursing homes.

• By law, students in specific Health Sciences & Education programs are required to complete a Criminal/Caregiver Background Check (students over 18), in order to fully complete program requirements and attend clinical and site placements.

• NWTC utilizes www.CastleBranch.com as an online vendor for students to complete the Background Check and upload of Health Records documentation.

• NOTE: For optimum performance and ease of uploading documentation, it is recommended that you use Mozilla/Firefox as your web browser when navigating to and using the www.CastleBranch.com website.

• Please allow 3-5 business days for processing documentation. Please call CastleBranch at phone # 1-888-723-4263 with any questions.
Logging in

- www.castlebranch.com

  Click place order (upper right hand corner, highlighted in yellow)

  Type in package code, click submit (see yellow highlighted area below)
Accepting Package

• Read and agree to terms and conditions
  – Check box at the bottom (highlighted in yellow)
  – Click Continue (circled in yellow)
Complete Place Order Wizard

• Type in personal information, identifiers and student information. Click next and complete all 8 steps.
  (See below box in white to show circle of steps.)

➢ Focus only on the items with *, other items not required (examples: Designation, Degree/Certification, Expected Date of Graduation, etc.)

• Payment must be paid in order for you to upload your documents.
Uploading Documents

- Upload .pdf documents to castlebranch.com under the appropriate category.
- For scanning assistance, please see the Green Bay Campus Library or your local NWTC campus/center.
- For details on the below requirements, please read details under CastleBranch or see the Nursing Assistant Pre-Clinical Health Requirements PowerPoint recording.
  - BID – Background Disclosure Form for students over 18.
  - 2TB – Submit proof of TBs
  - Hep B – Submit proof of series or declination form
  - FAI – Functional Ability Inventory - Submit completed 3 page form
Frequently asked Questions

Q. How do I know if I’ve satisfied all the requirements?

A. Monitor your account on CastleBranch. They will send you notice by email if anything is questionable or rejected. Please contact CastleBranch with any questions at their student support number: 888-723-4263. If they cannot answer your questions, CastleBranch will refer you to a NWTC Specialist.

Q. How soon do I need to in turn this information?

A. This is part of the admission process. Please complete prior to registering for a class.
Contact Information

• CastleBranch at www.castlebranch.com or 888-723-4263

• Janna Allen (CBC’s/Health Records): 920-498-6945
  Email: cbc@nwtc.edu

• Carolyn DeBaker (general program questions): 920-498-6985 or carolyn.debaker@nwtc.edu