

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)

CREATING A CASTLEBRANCH.COM ACCOUNT
(formerly CertifiedBackground.com)

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Ordering your own background check?
Please enter the organization's package code.

Package Code: [Submit](#)

Accepting Package

- **Read and agree to terms and conditions**
 - **Check box at the bottom (highlighted in yellow)**
 - **Click Continue (circled in yellow)**

Northeast Wisconsin Technical College - Nursing Assistant includes the following package contents:

Package: NF14

DOJ DHFS Statewide Criminal WI
Nationwide Healthcare Fraud And Abuse Scan
Residency History
Medical Document Manager Annual CRR
State Specific Search

Package Cost: \$60.00

Additional Information

The package price above includes a statewide search within the State of WI. If additional addresses are found associated with your name outside the State of WI, they will be performed at no additional charge.

After you complete your order, you must click the Next button to view your personal CastleBranch To Do list. Instructions for downloading, completing and uploading a completed Background Information Disclosure (BID) form are provided. Completion of the BID form is required to complete your background check submission. Failure to upload a completed BID may result in a delay in clinical or site placement.

This package includes document storage. At the end of the order process, you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

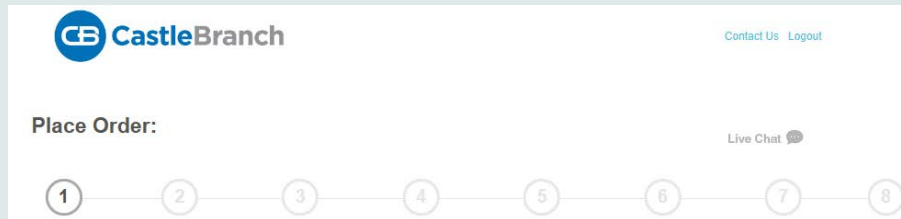
Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

Continue

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