



Order Instructions for **Northeast Wisconsin Technical College - Paramedic**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code **NF26**: Background Check with BID form & Medical Document Manager

About

About CastleBranch

Northeast Wisconsin Technical College - Paramedic has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Order Summary

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

Immunization Requirements

MEASLES (RUBEOLA)

- One of the following is required
 - 2 vaccinations
 - Positive antibody titer (lab report required) for Measles (Rubeola). If the titer is negative or equivocal, student must submit repeat series (1 MMR can be administered at any time and 1 MMR must be after titer was administered) OR student must submit booster and repeat titer.
 - Students MUST wait a minimum of 4 weeks before beginning their TB testing after the MMR vaccine is administered (the MMR immunization contains a live virus, which could interfere with the response of the TB testing solution).

MUMPS

- One of the following is required
 - 2 vaccinations
 - Positive antibody titer (lab report required) for Mumps. If the titer is negative or equivocal, student must submit repeat series (1 MMR can be administered at any time and 1 MMR must be after titer was administered) OR student must submit booster and repeat titer.
 - Students MUST wait a minimum of 4 weeks before beginning their TB testing after the MMR vaccine is administered (the MMR immunization contains a live virus, which could interfere with the response of the TB testing solution).

RUBELLA

- One of the following is required
 - 2 vaccinations
 - Positive antibody titer (lab report required) for Rubella. If the titer is negative or equivocal, student must submit repeat series (1 MMR can be administered at any time and 1 MMR must be after titer was administered) OR student must submit booster and repeat titer.
 - Students MUST wait a minimum of 4 weeks before beginning their TB testing after the MMR vaccine is administered (the MMR immunization contains a live virus, which could interfere with the response of the TB testing solution).

VARICELLA (CHICKEN POX)

- One of the following is required
 - 2 Varicella vaccination dates
 - Positive Varicella titer (lab report required). If the titer is negative or equivocal, student must complete series.

HEPATITIS B

- One of the following is required
 - 3 vaccinations
 - Positive antibody titer (lab report required)
 - Declination waiver.

TETANUS

- Documentation of a one-time dose of Tdap vaccine and then Td every 10 years.

Immunization Requirements

WISCONSIN EMT LICENSE

- Submit a copy of your Wisconsin EMT License.

TUBERCULOSIS (TB)

- One of the following is required:

- Baseline TB screening using a two-step TB skin test
Annual single TB skin test or blood assay test thereafter.
2 TB Skin Test = 2 Complete Tests (1 to 3 weeks apart)
If renewal is past 12 months a 2-step is required

OR

- Single blood assay test IGRA (QuantiFERON Gold or T-Spot).
Annual single TB skin test or blood assay test thereafter.

OR

- If positive TB skin test get QuantiFERON Gold, T-Spot Blood Test or chest x-ray. If QuantiFERON Gold or T-Spot is positive then must have clear chest x-Ray. Annual signs and symptom questionnaire must be submitted after chest x-ray. Repeat chest x-rays are not needed unless symptoms or signs of TB disease develop per annual TB screening questionnaire.

Renewal date will be set for 12 months for TB Skin Test, 12 months for QuantiFERON Gold or T-Spot Blood Test. Chest X-Ray will require an annual TB Questionnaire.

Upon renewal, one of the following is required:

- 1 Step TB Skin Test (maximum of 12 months from last TB test)
OR
- If renewal is past 12 months a 2-step is required
OR
- QuantiFERON Gold or T-Spot Blood Test
OR
- If Chest X-Ray was submitted initially, TB Questionnaire is required annually.

NOTES:

- There must be 48-72 hours between when the TB test is Administered and Read for it to be accepted.
- If QuantiFERON Gold or T-Spot Test was submitted initially, upon renewal a 1 Step Test is not sufficient, student must submit a 2 step TB Skin Test (1-3 weeks apart).
- Students MUST wait a minimum of 4 weeks BEFORE beginning their TB testing after the MMR vaccine is administered (the MMR contains a live virus which could interfere with the response of TB testing solution).