



Clinical Credentialing: FAQ

Please read carefully as this document provides information towards meeting and documenting the College of Nursing's immunization and compliance requirements. Please be aware that the College of Nursing allows vaccination declination for documented medical reasons only. **We recommend scheduling a visit with your health provider or UA Campus Health to review the specifics of your individual immunization record.**

AZ DPS Fingerprint Clearance Card

An Arizona Fingerprint Clearance Card (FCC) can be obtained from the Arizona Department of Public Safety. Full instructions for how to complete this are listed on the following pages.

The process starts with an online application, then applicants must be fingerprinted either electronically if you reside in Arizona, or at a local fingerprinting location if you do not reside in Arizona. This process can take several weeks, and it is recommended that applicants begin this immediately.

CPR/BLS Certification

Active CPR certification is required, along with renewing it when necessary while still active in your program. Certification must be through one of the following:

- Any certification through the [AHA](#), but we recommend the 'BLS Provider' course
- The 'BLS/CPR for Healthcare' or 'Professional Rescuer' from the [American Red Cross](#) (use the drop-down menu to search for these)

Hepatitis B Surface Antibody Titer Test

Please note that this item can only be completed with testing, not previous vaccinations. Documentation of the following is required: A Hepatitis B antibody titer test showing you are immune (usually the lab report is required, and this must be an anti-HBs or HBsAb test, also called a Hepatitis B surface antibody test). Note that titers can sometimes take up to two weeks to get results.

- If you have had the immunization series in the past, please get the titer test. Once you get this test:
 - If your titer is positive, then you have completed the Hep B requirement and are immune.
 - If your titer is negative or equivocal, you will need to bring your immunity up: Get a new Hep B vaccination, and then retake the titer test 1 month later, continuing this process if necessary.
- If you have not had the 3-part Hep B immunization series at any point before, you need to complete the full series before getting this test – please let us know if you are in this situation.

If you are in the middle of the Hep B series or waiting to get a titer test, new deadlines will be created for you in your College of Nursing CastleBranch account once you are in this system. You are still considered compliant if you keep on top of these deadlines, and do not necessarily need to have completed the series upon entering the program.



Tuberculosis Test

Please note that this item can only be completed with testing. Documentation of **one** of the following is required:

- A single T-Spot test (this is usually a fast option), OR
- A single QuantiFERON Gold Blood Test (this is usually a fast option), OR
- TB Skin test(s) – only 1 is needed for a DNP/Certificate program; if you are in a BSN/BSNIH/MEPN program, 2 different skin tests are needed, within 6 months of each other (this is sometimes also called a 2-step test); OR
- A clear Chest X-Ray (lab report or physician verification of results are required). If you result in a positive reading for any of the first 3 options, you must provide the clear Chest X-Ray option.

You will have to renew this test yearly, except for a clear Chest X-Ray which lasts for two years. When renewing, any of the above tests will suffice, no matter which option you had done initially (and for the skin test option, only one test is required for renewal, instead of the two that you may have used for your initial compliance)

Health Insurance

All students are required to have health insurance, along with in-network health providers located at the site of their program (Tucson, Phoenix, etc.). All international students are required by law to have health insurance and must purchase the insurance through the University of Arizona Campus Health Service.

Information about insurance through Campus Health can be found at <https://health.arizona.edu/fees-insurance>. You will have to verify this insurance yearly by providing a copy of your health insurance card or proof of coverage.

MMR (Measles, Mumps, Rubella)

Documentation of **one** of the following is required:

- 2 vaccinations of MMR at least one month apart, OR
- A positive antibody titer test (IgG, not IGM - lab report required) showing you are immune to each. If your titer is negative or equivocal, you will have to repeat the MMR series until you have 2 vaccinations total.

Note: If you need to get any MMR vaccinations, this may affect when you can get tested for things like TB, possibly causing delays.

Varicella (Chicken Pox)

Documentation of **one** of the following is required:

- 2 vaccinations of Varicella at least one month apart, OR
- A positive antibody titer test (lab report required – sometimes called a Zoster test) showing you are immune. If your titer is negative or equivocal, you will need to repeat the Varicella series until you have 2 vaccinations total.

Note: If you need to get any Varicella vaccinations, this may affect when you can get tested for things like TB, possibly causing delays.



Tetanus, Diphtheria & Pertussis (Tdap)

Documentation of the following is required: a Tdap immunization from within the past 10 years, OR a Td booster immunization if you have proof of getting a Tdap/Dtap before. The renewal date will be set for 10 years from the administered date of the most recent dose.

Influenza

Documentation of the following is required: a flu shot from the current flu season (August – April). If you start clinicals within the flu season, you are required to get the immunization, but if you start clinicals in the Summer (May – July), you are not required to get the immunization until the flu season begins in the Fall.

Health insurance

All students are required to have current health insurance, along with in-network health providers located at the site of their program (Tucson, Phoenix, etc.). You will verify this insurance yearly by providing a copy of your health insurance card or proof of coverage.

International students are required by law to have health insurance and must purchase the insurance through the [University of Arizona Campus Health Service](#).

OSHA/HIPAA UAccess Training

All students are required to take two different trainings via UAccess EDGE Learning and renew them yearly. We recommend using Firefox to complete these requirements. **You must be an admitted University of Arizona student to access these trainings.**

Please go to [UAccess](#) and into EDGE Learning. From there, you should be able to use the search bar to find the trainings: For example, search for 'HIPAA' in the search bar, and register for the 'HIPAA Annual Certification' training. Search for 'Bloodborne' in the search bar, and register for the 'Certification- Bloodborne Pathogens and Universal Precautions (OSHA Compliant)' training. If you are having difficulties, please reach out to [University IT](#), who you can chat online with or call.

To access the certificates once you have completed the trainings: At the top-left of the screen, use the 3-bar button, and select 'Me'. Go to 'Completed Learning' and you should be able to download the certificates from this page.



Fingerprint Clearance Card Instructions

A Fingerprint Clearance Card from the Arizona Department of Public Safety is required for all students and faculty in clinical programs, even those that are doing clinicals in other states. An example of what an FCC looks like is shown to the right:

If you:

- Already have an active FCC? Perfect! You should be free to submit it to the CastleBranch system when you are set up.
- Have had a previous/expired FCC? If it was an Identity-Verified Print card (IVP), you can sometimes renew it online without having to be re-fingerprinted if it is from within the last couple years. But if it was not an IVP card, you usually have to start a new application. It should usually say whether it is an IVP card on the front.

To obtain an FCC, please go through the website for the AZ DPS:

<https://www.azdps.gov/services/public/fingerprint>

STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY
Level One Fingerprint Clearance Card

Name: _____

Birth Date: _____ Issue Date: _____

Sex Weight Height Eyes Hair

Card Number: _____ Expire Date: _____

Back

THIS FINGERPRINT CLEARANCE CARD WAS ISSUED
PURSUANT TO ARS 41-1758

DPS(ACCT) P.O. BOX 16390 Phoenix, AZ 85005

GETTING STARTED:

- Please use the 'Apply for a Card' tab and enter the Public Portal. Go to the 'Fingerprint Clearance Card' area and Apply for a Card.
- You will create an account in the system, and can select 'Apply For A New Clearance Card'.
- From here, it splits – we will accept either process though. If you would like to get an IVP card, where your fingerprints stay on file with the state for easier renewals in future years, feel free to do so and select 'Yes'. Otherwise, you are free to select a regular card option with 'No'. Both are detailed below.

IVP PROCESS:

- When you reach the question 'Have you ever had an IVP Clearance Card before?', if you have had an IVP card in the past, here is where you are able to renew it. Otherwise, please select 'No' and consent on the next page.
 - Charter School Instructor ARS § 15-183
 - School Bus Driver ARS § 28-3228
 - Public and/or Charter School Non-Certified Personnel ARS § 15-512
 - Public and/or Charter School Contractor, Subcontractor or Vendor and the
- When you reach a list of 'Reasons for Applying', please select BOTH the 'Public and/or Charter School Non-Certified Personnel ARS § 15-512' and the 'Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512' options (the last two). Please select 'Volunteer' and 'No' for the other options on this page.
 - Is the person an employee or volunteer? *
 - Employee
 - Volunteer
 - Are there other reasons you are applying? *
 - Yes
 - No
- Please look at the 'Finishing Up' step on the next page of this document to complete the rest of the process.





REGULAR, NON-IVP PROCESS:

- Please consent to the next few pages, and when you reach a list of 'Reasons for Applying', please scroll down to near the bottom of the list and select 'Health and Sciences Student and Clinical Assistant ARS § 15-1881'

- AZ Charter School Board - Member/Applicant ARS § 15-183(C)(4)
- Industrial Hemp License ARS § 3-314
- AZ Department of Real Estate - Licensure ARS § 32-2108.01
- Health and Sciences Student and Clinical Assistant ARS § 15-1881
- AZ Game and Fish ARS § 17-215
- AZ Schools for the Deaf and Blind - Superintendent ARS § 15-1330
- BPT - Physical Therapist and Assistant Licensure ARS § 32-2022

Employment Information

Name of Employer and/or Agency

University of Arizona College of Nursing

Employer's Phone Number

(520)626-3808

Employer and/or Agency Mailing Address 

1305 N MARTIN AVENUE

City

TUCSON

State

Arizona

Zip Code

85721

FINISHING UP:

- It should need more information from you on the next page, and also the information for your 'Employer'. Please use this:

University of Arizona College of Nursing
1305 N Martin Avenue
Tucson AZ 85721
(520) 626-3808

- You are now able to select your fingerprinting preference –
 - If you are physically in Arizona, please select this option and you should receive a message in this system connecting you to local fingerprinting agencies.
 - If you are not physically in Arizona, the AZ DPS will mail you a fingerprinting form, which you are able to take to a local police agency, private fingerprinting company, etc. before mailing it back to them. This second option will require you to do some searching around your local area for fingerprinting places that can help you get this done.
- Please sign and review your application, and continue to payment.

