

**EXPERIENTIAL EDUCATION HEALTH REQUIREMENTS**

- **START NOW**
  - Give yourself plenty of time to complete your requirements
  - Some require multiple steps to complete them
  - Please complete items **1 through 10** PRIOR to your first day of class
- **FOLLOW INSTRUCTIONS CAREFULLY**
  - Work through each requirement systematically
  - If you aren't sure, contact the [SIUE-SOP Experiential Office](#) with any questions

**1. Create an account with CastleBranch.**

Video Tutorial [Here](#)

- Go to <https://mycb.castlebranch.com>
- In the upper right-hand corner, enter the Package Code: **SN34p1: Document Manager**
- Pay for your account. Your payment options include Visa, Mastercard, Discover, Debit, electronic check, and money orders. *Note: Use of electronic check or money order will delay processing.*
- **Accessing your account:** Log in using the email address you provided and the password you created during order placement.
- **Need Help? Contact CastleBranch:** For additional assistance, please contact the service desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

**This section details your Health Documentation Requirements: *These should be completed and uploaded to CastleBranch BEFORE classes start in the fall. Note that some requirements may take multiple steps to complete.***

Video Tutorial [Here](#)

- We ask that you complete these **prior to the start of classes in the fall**; please work with your healthcare provider(s) to do so in the safest manner that complies with current CDC and state regulations.

**2. COVID-19 Vaccination**

- Vaccination against COVID-19 is required by SIUE for all students in clinical learning environments; although students may apply for [religious](#) or [medical](#) exemption, our rotation site partners may or may not accept an exemption given by the University. This means that your ability to go on rotation at certain sites may be affected by your vaccination status or that you may be asked to receive the vaccine before your rotation. Clinical learning is a requirement of the curriculum & accreditation; on-time completion of the program may not be possible without vaccination against COVID-19.
- If you document a completed COVID-19 primary vaccination series, you may be prompted to also provide documentation of a booster dose.

**3. Physical Examination**

- Provide proof of recent (within 1 year) physical exam. Document must be completed and signed by a medical professional. The school does not require any specific form to be completed, though this [form](#) may be used if your care provider does not have one they prefer to use.

**4. Hepatitis B (Must complete one of the following):**

- 3 vaccinations **OR**
- Positive antibody titer for HBsAb (lab report required)
  - Titers are generally drawn 1-2 months after completing the three-dose series or after a booster. Most who received the series as infants will not have a titer on record.
  - If you receive a negative titer, you will be prompted to receive a Hepatitis B booster and another subsequent titer 1-2 months after the booster

**5. Tetanus, Diphtheria & Pertussis (Tdap) (Must complete one of the following):**

- Provide documentation of a Tdap within the past 10 years **OR**
- Documentation of a Tdap (within any time frame) AND a Td booster within the past 10 years

**6. Varicella (Chicken Pox) (Must complete one of the following):**

- 2 vaccinations **OR**
- Positive antibody titer (Lab report required showing quantitative results, not just positive or negative)
- *Documentation that you've had chicken pox is **NOT** sufficient*

**7. Measles, Mumps, Rubella (MMR) (Must complete one of the following):**

- 2 vaccinations **OR**
- Positive antibody titer for each of the three components (measles, mumps, and rubella)  
(Lab report required showing quantitative results, not just positive or negative)

**8. Tuberculosis (TB) (Must complete one of the following):**

- Quantiferon Gold Blood test (lab report required) **OR**
- Proof of BCG vaccination PLUS Quantiferon Gold Blood test (lab report required) **OR**
- 2-Step TB skin test
  - \* **2-step TB skin tests require 4 visits to complete.** You will have 2 separate TB skin tests placed (7-21 days apart). Each test will have to be read 2-3 days after it is administered. Your documentation should show the dates each test was placed and read, along with the result.
    - Day 1: Skin test #1 is administered
    - Day 2-3: Skin test #1 is read
    - Day 8-22: Skin test #2 is administered
    - Skin test #2 must be read 2-3 days after it is placed
- If you have positive TB Test results or have had a positive TB test in the past:
  - Provide a clear Chest X-ray (lab report required) **AND**
  - Provide signed TB Risk Assessment Form (contact the [Experiential Education office](#) for the form)

**9. Proof of Health Insurance**

- Upload the front and back of your health insurance card in CastleBranch.  
*- If someone else's name appears on the card, you may have to provide additional documentation to prove that you are covered under that entity.*
- You are required to carry health insurance for the duration of your rotations to protect you in case of accident or injury. This coverage must be in place **before** the start of your rotation.
- If you do not have coverage you may be able to apply through the [Marketplace](#) or through the [University](#). You can also find [local help](#) in finding a plan; as a student, you may meet the income requirements for [Medicaid](#) coverage. If you need to apply for Medicaid, please be aware that it can take a long time. Start the process now if you are able.

**10. Illinois Technician license: All students shall maintain an Illinois license for the duration of your enrollment.**

- If you are not already licensed, please apply for a pharmacy technician license on the IDFPR [website](#)  
[Video Tutorial Here](#)
- In the Welcome box, click “New Applications” and follow the directions on the screen.
  - You can find additional instructions [here](#).
  - IDFPR will not grant “student” status to any applicant or license holder until after the first day of classes. We will provide instructions to obtain student status during the fall term.

If you previously had an IL technician license but let it expire, you must complete this [form](#) and send it with a check for \$25 to IDFPR, Division of Professional Regulation, PO Box 7450, Springfield IL 62791-7450

**11. Missouri Family Care Registry**

- Complete the Registry [Video Tutorial [Here](#)]
  - Instructions are located in your profile online within CastleBranch
  - Download the informational sheet from the Document Manager and follow the instructions
    - When your results are available, you will receive an encrypted email from the Registry
    - **This is a time-sensitive email – open and save your letter as soon as possible**
    - Upload your letter to Castle Branch
  - If you previously registered, do not re-register
    - You may proceed to uploading your letter into CastleBranch
    - If you can't locate your previous letter, you must contact the Registry at (866) 422-6872

**Additional requirements**

*These may be completed **AFTER** classes begin*

**Missouri Technician or Intern Licensure**

- Obtaining a Missouri technician license will only be required your first year only **IF** you are assigned to a Missouri rotation site (to be determined in the fall).
- If you know in advance that you are interested in a Missouri rotation and you would like to obtain a license before school starts, you can apply for a Missouri Pharmacy Intern License (applications and forms may be found [here](#)). Video Tutorial [Here](#)
- If you plan to work and/or do rotations in Missouri, it may be wise to apply for the Intern license. Note that the Intern license may take up to 6 weeks to process. Please contact the Office of Experiential Education if you have any questions.

- You may still be matched with a Missouri site for your rotation; if this occurs, you will be asked to obtain a Missouri Technician (not intern) license. Your technician license is only acceptable in the P1 year; you would need to repeat the licensing process and fees to be licensed as an intern in years P2-P4.

**Drug and background check**

- Every student undergoes drug and background screening prior to rotations (P1, P2, and end of P3 year).
- Instructions will be distributed closer to the start of the semester; it will cost \$106.99.

**CPR and Immunization training**

- You will be required to complete Basic Life Support training for Healthcare Providers and Immunization training during the Spring term of your P1 year.
- Arrangements will be made for you to complete the training at the school; more details will follow.

**Influenza immunization**

- You will be expected to obtain a flu shot each year, unless you have a medical contraindication. The immunization must be completed in the fall of your first year before going on rotation.
- You are not expected to complete this prior to school starting. Please wait until the batch for the upcoming year becomes available.

**Additional Notes**

SIUE Health Services also requires proof of some of the above health requirements

- You will be asked to upload this information directly to SIUE Health Services through CougarCare
- The University system (CougarCare) and the School of Pharmacy System (CastleBranch) are **not connected**
- SIUE Health Services cannot view what you have uploaded in CastleBranch and SIUE-SOP Faculty and Staff cannot view what you upload in CougarCare
- Several requirements will need to be uploaded **in both locations**

**Links to Castle Branch Videos**

Castle Branch Background Check + Drug Test

<https://youtu.be/J1Nfi2u6zdc>

Castle Branch Clinical Requirements

<https://youtu.be/vtb1sI55AYY>

Castle Branch Creating an Account

<https://youtu.be/00RrQL9NT9M>

Illinois Tech License Application Process

<https://youtu.be/bW5b7ReWZFY>

Missouri Family Care Registry Instructions

<https://youtu.be/xt8gUNhiOxY>

Missouri Intern or Tech License Application

<https://youtu.be/n614XTElv7g>