Dear CSULB New Nursing Student,

Welcome to the School of Nursing! During your time at CSULB, we require that you provide the School of Nursing with your health information and records, along with a background check. In an effort to streamline this process, we use an online tracking system.

This can be a complex, frustrating and time-consuming process for the unprepared. It is also an excellent opportunity for you to become familiar with healthcare documents, various medical terms and acronyms you will use throughout your entire nursing career. Therefore, before we meet during Orientation, the School of Nursing asks that you do the following:

If you are an alternate candidate: read but DO NOT complete the steps below, as we do not know if you are moving forward into our program at present. If and when you are accepted, then you will need to do complete these steps. In the meantime, you WILL need to work on acquiring the needed health documents, the details of which are in another document (below).

1. We ask students to set up an online account with Certified Background (“CB”) before we meet at Orientation. This account will eventually cover the mandatory requirements: the background check and an online healthcare record tracker. Please refer to the document entitled **CSULB-health tracker_BSN Students**, which is attached to this message, for detailed how-to instructions.

   a. Before Orientation:
      i. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com)
         - Order a background check
      ii. Order code: LJ32bc
      iii. When ordering do not choose any other option (background check only).

   b. Review [CSULB-health tracker_BSN Students](#) again. You will need to start compiling and have most of the health documents ready for Orientation. Please review this document very carefully, as this will save you a lot of time, energy and money.
      i. Remember to bring all the hard copies of the requirements you have collected for orientation.
c. After Orientation (do NOT do this prior, as no one has been assigned to Sem/Tri):
   i. Go back to [www.CertifiedBackground.com](http://www.CertifiedBackground.com)  
      - Order a health tracker
   ii. Order codes are on [CSULB-health tracker BSN Students](#)

2. **Note re: Documents.** You may not be able to complete all the requirements by Orientation. Additionally, you may be in progress with acquiring boosters/2nd titers, etc. after Orientation. **Both situations are completely acceptable.**

   However, as mentioned earlier, this is time intensive and you must show proof that you have either completed or are in progress before you start classes. So it is really in your best interest to start now, do your very best and complete as much as possible!

   **Set up your background check:** Before Orientation  
   **Set up your health tracker:** After Orientation  
   **Final due date (post documents on CB):** January 17th

   Periodically I will go into the system at that time and start approving documents the following week of Orientation, but won’t “officially” until after 1/17.

   During the orientation we will discuss in detail the health tracker, how to upload documents and answer any questions you may have. We will also have opportunities to meet and assist you with your tracker. Details on those dates will follow after Orientation.

   I look forward to meeting you soon and working with you throughout your time at California State University, Long Beach.

   Best Regards,

Catherine Mullins  
CSULB, School of Nursing  
Undergraduate Programs  
1250 Bellflower Blvd.  
Long Beach, CA 90840  
(562) 985-2406  
Catherine.Mullins@csulb.edu