Dear CSULB New Nursing Student,

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

This can be a complex and time-consuming process for the unprepared. It is also an excellent opportunity for you to become familiar with healthcare documents and the 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 step 1 of the below, as we do not know if you are moving forward into our program at the present moment. If and when you are accepted, then you will need to do this step. You WILL need to work on step 2 and 3 in the event that you are accepted in this program.

1. In order to help you become familiar with this process we ask that you create an online account with Certified Background ("CB") before we meet at Orientation. This account will cover two mandatory requirements that you must have to move forward in this program: a mandatory background check and an online health care record tracker. Please refer to the PowerPoint presentation entitled cbpowerpointcb76 and the pdf entitled CB76_TDL_SIF-1, which are both attached to this message, for detailed how-to instructions.

   a. Go to www.CertifiedBackground.com

   b. Order code: CB76

   c. When looking at CB76_TDL_SIF-1, do not choose the other option (background check only). This is an option for MSN/Off-campus students, but not for on-campus BSN students.

2. Before Orientation, review the CSULB-health tracker_BSN Students. You will need to start compiling and have for the meeting. Please review this document very
carefully, as this will save you a lot of time, energy and money. **Remember to bring all the hard copies of the requirements you have collected for orientation.**

a. **Note:** you may not be able to complete all the requirements by Orientation. This is acceptable. However, as mentioned earlier, this is time intensive. So it is really in your best interest to complete as much as possible

   - Early due date/annual due date: November 26th
   - Set up your background check/health tracker: December 13th
   - Final due date (post everything on CB): January 2nd

   i. I will go into the system at that time and start approving documents the following week.

3. Go to our CSULB School of Nursing website and review all of the documents very carefully regarding health care documents, paying particular attention to documents specifically referenced in the above-mentioned documents.

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 will follow soon.

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) 985-2619  
Catherine.Mullins@csulb.edu