



# FAIRLEIGH DICKINSON UNIVERSITY

## FLORHAM CAMPUS

### **REQUIREMENTS FOR GRADUATE STUDENT CLINICAL CLEARANCE**

Contact information for Linda Cerami, Lab Specialist:

Phone: 973-443-8233

Email: [llcerami@fd.edu](mailto:llcerami@fd.edu)

#### **Clearance Steps: To be completed upon admission and annually.**

#### **Step 1: Health Clearance**

1. Medical forms and immunization requirements should be sent to Student Health Services (USPS, fax, in person). You must contact them to confirm that you are medically compliant. **Student Health Services:** 973-443-8535 (phone) 973-443-8174 (fax)

To access the medical forms see Complete Package for Nursing Students at Florham:

<http://view2.fdu.edu/florham-campus/health-services/requirements-and-forms/>

2. A current certificate is required for BLS for Health Care Professionals by American Heart association and must be submitted to **Linda Cerami**
3. A current RN License is also required and should be submitted to **Linda Cerami**. Renew biannually.
4. Malpractice insurance is required for student Nurse Practitioner. This should be submitted to **Linda Cerami** (1million/6million) Renew annually.
5. A copy of your current health insurance card.
6. Criminal background check. An initial and annual background check is required. You may only use TABB, Inc. for these. See attached.
7. 11 panel urine drug test. This needs to be done once a year through TABB, Inc. under FDU School of Nursing Annual Drug Test. See attached instructions.
8. For criminal background and urine drug test choose the link for FDU2208. Please be sure to read and follow the instructions carefully.
  - a. Email a copy of your non-medical documents (Items 2-5) to Linda Cerami at [llcerami@fd.edu](mailto:llcerami@fd.edu).

## Step 2:

- a. **Advisement and Registration:** Please see your Advisor before the deadline below to be advised and registered for your clinical course.
- b. You **MUST** fill out a 4 ply registration form. Email and phone registrations will not be accepted.
- c. *Please make sure your account is free of any medical or financial holds before submission. This will result in a delay of registration.*

## Step 3: **You must submit your electronic preceptor form each semester by the deadline dates:**

**Fall Semester July 15**

**Spring Semester November 15**

**Summer Semester March 15**

1. **Preceptor request form:** Complete the preceptor form electronically for each course, each semester. ALL required fields must be completed.
2. Use this link to submit your preceptor request:  
<https://www-ucoll.fdu.edu/eplacement/placement.php>

## **Tips for Successfully Completing the Preceptor Request Form**

**Late preceptor requests will be deferred to the following semester, no exceptions.**

The preceptor request form is in a Mail Merge format. This means the information you submit will go directly into the Letter of Agreement that is sent to your preceptor. **Correct information is necessary so that your placement will not be delayed.**

The form is **case-sensitive**, which means proper use of upper and lower case letters.

Example Mary Jones **not** MARY JONES

**Please note the following sections on the preceptor request**

**Term and Year** is the semester/year of your practicum

**Preceptor Section**

Use the drop down menu to select if your preceptor is a Ms., Mr., Dr., then write preceptor's full first and last name, **remember this is case-sensitive.**

**Preceptor's full credentials**

Is your preceptor APN, APN-C, DNP, PMHNP, FNP, MD, etc.? Most preceptors have more than one credential.

Pay attention, your preceptor has worked hard for their professional credentials and correct credentials are important. For example:

Jane Doe MSN, RN, NE-BC, NP-C or Mary Smith DNP, RN, CCRN, CCA, APN-C

### **Preceptor's e-mail**

It is very important that the e-mail is 100% correct. **Pay attention!!** One incorrect letter or number will delay the delivery of your letter.

### **Name/credentials of the Doctor who is responsible for the medical office/healthcare facility**

This person has the authority to sign your Letter of Agreement. Please ask your preceptor to confirm who has authority to sign the letter.

### **License verification**

This is self-explanatory; we are looking for license verification of your preceptor. Copy and paste license verification to preceptor request.

3. [https://newjersey.mylicense.com/verification\\_4\\_6/Search.aspx?facility=N](https://newjersey.mylicense.com/verification_4_6/Search.aspx?facility=N)

If you need assistance completing your request, do not hesitate to contact your program lead faculty or Marian Rutherford at 201 692-2520 or [marian@fdu.edu](mailto:marian@fdu.edu)

4. Upload your preceptor's resume to the preceptor request form.
5. Once your track coordinator has approved your preceptor request, and Mary Templeton and Student Health Services clear you, Marian Rutherford will process your contract. ([marian@fdu.edu](mailto:marian@fdu.edu))
6. It is your responsibility to follow up and verify that the preceptor form was received and processed correctly.
7. Without a signed contract EVERY semester, you cannot attend your clinical.

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**Fairleigh Dickinson University - Henry P. Becton School of Nursing  
Florham Park Campus  
Graduate Studies Background Report and Drug Test Instructions**

Dear Student:

To insure the safety of medical patients, all students who will come in contact with patients during the course of your training must undergo a criminal record search. Fairleigh Dickinson University Henry P. Becton School of Nursing has chosen TABB INC., an agency specializing in pre-employment background investigations for the medical community, to conduct the criminal checks for their students.

TABB INC. developed a web-based reporting system that will allow you to create an account with us to meet your requirements.

**Step 1- Create an account with us**

Please visit using the following link:

<https://www.backgroundinvestigationsbytabb.com/studentindex.aspx>

If you have not previously created an account with us, please click: **OPEN AN ACCOUNT AND ORDER.**

Enter the fields in the student registration form and include the Program Identifier for Fairleigh Dickinson University – Florham Park Campus to complete the proper requirements.

**Program Identifier: FDU2208**

**Step 2- Order criminal search and drug screen requirements**

Fairleigh Dickinson University Henry P. Becton SON has two requirements from which to choose based upon your university requirements. Failure to order the correct report may prevent you from attending your clinical.

- **FDU Graduate Students First Year with Drug Screen**
- **FDU Graduate Students Beyond First Year with Drug Screen**

Once you have successfully created an account, please click on the navigational bar “Order Background Check / Drug Test”. There will be two report options from which to choose. If this is your first background report with TABB Inc., choose the **FDU Graduate Students First Year Report** and drug screen. If you have already had your First Year Background Report conducted with TABB Inc., choose the **FDU Graduate Students Beyond First Year with Drug screen**. Do not choose both reports at the same time.

### **Your account with TABB will allow you to:**

- Order and review the progress and results of your background investigation
- Results will be available to you for the next seven years by simply logging into your account with TABB INC. at the above website
- Once an account has been created, your email address is your username. If you forget your password, use the forgot password option.
- Enter the Program Identifier: **FDU2208**
- Receive emails from TABB INC. advising you of the status of your account and report.
- Fairleigh Dickinson University Henry P. Becton School of Nursing Administrators will have access to results of your criminal background report and drug screen results

### **Step 3- ORDERING THE BACKGROUND INVESTIGATION AND DRUG SCREEN:**

#### **FDU Graduate Students First Year**

When you are notified for the first time that a background investigation is required, you must order the **FDU Graduate Students Background Report** when you access our site. The report will include a Federal Criminal Search of the US District Court, an OIG List of Excluded Individuals Search, GSA Excluded Parties List Research, a Fifty State Sex Offender Search, NJ Treasure Exclusions Database and a database search that will develop all addresses where you have lived as an adult. TABB INC. has been instructed to conduct a criminal record search in the appropriate jurisdiction(s) where you have lived both past and a drug screen.

The **minimum report price** is **\$124.00** plus sales tax for students who have only lived in **New Jersey**. TABB INC. is required by the University to conduct a criminal search in New Jersey as well as the current state in which you reside if you are an out-of-state student. The **minimum report price** for the background investigation is **\$229.00** plus sales tax for students who live in **New York**. The Office of Court Administration in New York charges **\$95.00 per name** to conduct the criminal check in this state

If you have lived in more than one state, TABB INC. is required to conduct a criminal check in all additional states. Other states around the county charge TABB INC. between \$10.00 and \$25.00 to conduct criminal record checks. **The actual charge for your background investigation will vary depending on the number of states searched.** Additional state fees may apply if you have more than one last name. TABB INC. will charge \$10.00 for each additional criminal search we conduct after the first search plus any state fees incurred to conduct the criminal check.

### **FDU Graduate Students Beyond First Year with Panel Drug screen**

The **minimum report price** for the background report and urine drug screen is **\$102.00** plus sales tax for students who live in **New Jersey**. TABB INC. is required by the University to conduct a criminal search in New Jersey as well as the current state in which you reside if you are an out-of-state student. The annual search also includes a Federal Criminal search of the US District Court. The **minimum report price** for this background investigation is **\$207.00** plus sales tax for students who live in **New York**. The Office of Court Administration in New York charges **\$95.00 per name** to conduct the criminal check in this state.

If you have lived in more than one state, TABB INC. is required to conduct a criminal check in all additional states. Other states around the county charge TABB INC. between \$10.00 and \$25.00 to conduct criminal record checks. **The actual charge for your background investigation will vary depending on the number of states searched.** Additional state fees may apply if you have more than one last name. TABB INC. will charge \$10.00 for each additional criminal search we conduct after the first search plus any state fees incurred to conduct the criminal check.

#### **Important notice for New York State residents and former residents**

The New York Office of Court Administration in New York charges TABB INC. **\$95.00** per name to conduct the criminal check in this state. If you have more than one surname, there will be an additional charge of **\$95.00**. This charge is passed on to students at our cost. This cost cannot be avoided if you live in New York.

Once a background investigation or drug test report is ordered, the process begins and expenses are incurred. TABB INC. will not credit charges for incorrect background investigations ordered by students. Please be sure to order the correct report.

The background investigation will take between five to ten business days to complete depending on the state(s) where the criminal search is conducted.

#### **DRUG TESTING:**

TABB INC. has contracted with LabCorp for the drug testing service. There are over 3000 testing locations accredited by the Substance Abuse and Mental Health Service Administration to conduct the drug screening on your behalf. An experienced staff will provide a professional environment during the specimen collection process and a state of the art laboratory will test all positive results twice to confirm and validate the test process.

- You will receive a drug test registration via email with the laboratory locations near your home and a drug test expiration date.
- **You must visit the drug-testing site prior to the expiration date indicated on the registration.**
- Please visit one of the testing sites provided in the email. LabCorp does not conduct drug tests at all of their locations.

- Any positive results will be reviewed by a Medical Review Officer who will contact you to discuss the findings
- You must print the drug test registration form you will receive via email and bring it to the drug-screening site.
- **You will not receive instructions to conduct the drug screening until payment has been processed successfully.**
- **Please allow up to 48 hours to receive your drug screen e-mail with instructions and lab registration. Please check your inbox as well as your spam folder for the drug screen registration email.**

If you should have any questions regarding this process, please contact:

Janet Cillo  
College Account Manager  
908-879-4816  
[janetcillo@tabb.net](mailto:janetcillo@tabb.net)