FAIRLEIGH DICKINSON UNIVERSITY

Dear Nursing Student:

Your school has required that you utilize myCB to complete your background check, drug screening, and other core requirements. The myCB medical document manager (compliance tracker) is used to collect and store all clinical compliance documentation throughout your time in the program. These requirements are separate and in addition to the FDU Student Health Services requirements.

You will order the background check and urine drug test and upload a copy of the following information: health documents including lab reports, Basic Life Support for Health Care Professionals certification by American Heart Association, professional liability (malpractice) insurance, and current health insurance card.

STEPS:
1. Place Order
2. Select Campus and Program
3. Select Packages: New students must first order the appropriate state and nationwide search **Initial Background Check package** (if you lived in NY a separate fee applies) and then order the **Initial Drug Screen and Compliance Tracker** package. Returning students will order the appropriate state **Re-Check Background Check and Drug Test** package and upload annual documents in the **Compliance Tracker** account.

Get started at https://portal.castlebranch.com/FJ59

Fees:

New students (first-time)
myCB account set up- one-time charge of $35
Initial background check NJ- $67
Urine drug test- $52
Initial background check NY- $166

Returning students (annual checks)
Re-check background check NJ ($52) and urine drug test ($52)- $104
Re-check background check NY and urine drug test- $198

Contact CastleBranch: 888-914-7279 or servicedesk.cu@castlebranch.com

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