



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Dear Graduate Nursing Student:

Your school has required that you utilize myCB to complete the background check, drug screening, and other core requirements. The myCB medical document manager (compliance tracker) is used to collect and store all 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. Complete information about requirements can be found in your myCB account.

Clearance must be met in the first semester and then annually.

STEPS:

Go to <https://portal.castlebranch.com/FJ59>

1. Place Order
2. Select Campus and Program
3. Order **FJ69** (Metro) or **FJ71** (Florham)

Initial package includes background check NJ (\$67), Urine drug test (\$52) and myCB account (one-time \$35) = \$154 (Note. Additional fees apply with NY state residency history)

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

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