Checklist of Requirements & Deadlines

The following is a checklist of your requirements and the deadlines for completing them. The expectation is that all requirements are completed, submitted, and approved by the deadline.

- **Deadline #1 – July 1-15 (Spring Capstone: November 1-15 / Fall Capstone: July 1-15) - wait for announcement with instructions**
  - Purchase Complio subscription
  - Background Check & FACIS 3 (annual requirement)
  - 12-panel Drug Screen (annual requirement)
- **Deadline #2: October 1st (Spring Capstone: October 1st / Fall Capstone: June 1st)**
  - MMR – positive titers for Measles, Mumps, and Rubella
  - Varicella – positive titer
  - Hepatitis B – positive Hepatitis B Surface Antibody titer
  - Tdap – vaccine record dated within 10 years
  - COVID-19 Vaccine – original series plus one booster
  - Polio – childhood vaccine record, positive titer, or adult booster
  - Tuberculosis (annual requirement) – QuantiFERON blood test or 2-step PPD
  - Physical Exam (annual requirement) – using UConn's form
  - Health Insurance – front and back of insurance card
  - CPR Certification – American Heart Association BLS Provider
  - Student Consent & Attestation form – complete in Complio
  - Current resume
  - RN License
  - Headshot/Passport-Style Photo
  - HIPAA Training (annual requirement) – complete in HuskyCT
  - OSHA Training (annual requirement) – complete in HuskyCT
- **Deadline #3 – October 1st**
  - Seasonal Influenza Vaccine (annual requirement)
- **Ongoing Maintenance**
  - Renew Complio subscription when needed
  - Complete agency requirements as assigned by program based on clinical schedule
  - Keep expiring items up to date at all times

My Upcoming Expiration Dates

Use this section to keep track of your own expiration dates based on your completion dates!

Requirement	Completion Date	Time to Add	New Due Date	Complete?
Tuberculosis		1 year		
Physical Exam		1 year		
Tdap		10 years		
HIPAA Training		1 year		
OSHA Training		1 year		
CPR Certification		2 years		
RN License		Varies		