

# DNP-CE Program To-do List

This checklist is for your use only and does not qualify as proof of completion for any compliance requirements. Original documents or scanned copies are required. Please be sure to submit documentation to the correct locations or they will not be processed. Please see your Virtual Admissions Packet for more details and submission links.

## Immediate action

- ☐ Accepted your admission to the program on Buckeylink through your [Applicant Center](#) or by emailing [CON-gradrecords@osu.edu](mailto:CON-gradrecords@osu.edu), based on the admissions letter from the College of Nursing.

## Technology requirements and course materials

- ☐ Reviewed Technology Requirements and Resources listed in the [Virtual Admissions Packet](#)
- ☐ Purchased computer [headset](#)
- ☐ [Computer/laptop](#) obtained
- ☐ Purchased [textbooks](#)

## Preparing to start the program

- ☐ Enrolled in Autumn 2024 courses, per your personalized Curriculum Plan in [Beacon](#)
- ☐ Saved the date for [Graduate Orientation](#) on Thursday, August 15
- ☐ Submitted [FAFSA](#) for financial aid, if needed
- ☐ [Tuition and fees](#) paid by the registrar's deadline
- ☐ Submit [Transfer of Master's Degree Credits](#)



## Overview of program compliance requirements and deadlines

College of Nursing students are required to be fully compliant with all program compliance requirements in order to enter the program, clinical, health assessment or practicum. Program compliance includes a variety of requirements, each with specific deadlines. Please visit the [compliance website](#) for a more detailed description of each requirement and submission instructions. You are responsible for ensuring your program compliance requirements do not lapse during your time in the program.

A list of compliance requirements is provided below along with deadlines. You can use the “Completed” column to track your own progress.

Program Compliance Requirement	Deadline	Submission Instructions	Notes	Completed
<a href="#">RN License</a>	August 1	<a href="#">Qualtrics Survey</a>		<input type="checkbox"/>
<a href="#">APRN License</a>	August 1	<a href="#">Qualtrics Survey</a>		<input type="checkbox"/>
<a href="#">Immunizations</a>	November 1	<a href="#">MyBuckMD</a>	Choose the ‘Health Professional Compliance’ tag to avoid processing delays when submitting documentation through MyBuckMD.	<input type="checkbox"/>
CPR	November 1	<a href="#">CPR Survey</a>	The College of Nursing only accepts <b>BLS Provider or ACLS Provider from the American Heart Association.</b>	<input type="checkbox"/>



Program Compliance Requirement	Deadline	Submission Instructions	Notes	Completed
Drug Screening	November 1	<p>Drug screens may be completed at the Wilce Student Health Center for on-campus students.</p> <p>Online students may have their drug screen completed at another location, but the cost will not be covered by the College of Nursing. Please see these <a href="#">instructions</a>.</p>	<p>Drug screens at the Wilce Student Health Center are done by appointment only. You can make an appointment through MyBuckMD. Drug screens are offered Monday through Friday 8 a.m. to noon and 1-4:30 p.m. Your drug screen cost will only be covered if the test is completed at Wilce.</p>	<input type="checkbox"/>
BCI & FBI Background Check	September 1	<a href="#">Submitted to Ohio State HR</a>	<p>Use codes:</p> <p>BCI Revised Code: ORC 4723.09</p> <p>FBI Revised Code: ORC 4723.09</p> <p>Allow 4-6 weeks for processing.</p>	<input type="checkbox"/>
HIPAA	<p>Opens: July 1</p> <p>Admitted before July 15 Due: August 1</p> <p>Admitted after July 15 Due: November 1</p>	Completed through <a href="#">BuckeyeLearn</a>	Refer to the <a href="#">compliance website</a> for detailed directions	<input type="checkbox"/>
CON Badge	June 1-August 31	<a href="#">CON Badge Instructions</a>		<input type="checkbox"/>



<b>Program Compliance Requirement</b>	<b>Deadline</b>	<b>Submission Instructions</b>	<b>Notes</b>	<b>Completed</b>
Computer based learning modules & IHIS	Online trainings will be dependent upon your clinical placement.	More information will be shared at a later time.		<input type="checkbox"/>
HRSA Survey	August 1	<a href="#"><u>HRSA Survey</u></a>		<input type="checkbox"/>
Forms	August 1	<a href="#"><u>Substance Use Policy Form</u></a> <a href="#"><u>Image Release Form</u></a> <a href="#"><u>Release of Information Authorization Form</u></a> <a href="#"><u>Academic Integrity Form</u></a>		<input type="checkbox"/>
Bloodborne Pathogens	April 12	Completed through <a href="#"><u>BuckeyeLearn</u></a>		<input type="checkbox"/>

