School Nurse Professional Pupil Services Certificate 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** 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 courses, per your personalized Curriculum Plan in **Beacon**

☐ **Tuition and fees** paid by the registrar's **deadline**

THE OHIO STATE UNIVERSITY
COLLEGE OF NURSING

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
Immunizations	60 days prior to Nursing 3118	**MyBuckMD**	Choose the 'Health Professional Compliance' tag to avoid processing delays when submitting documentation through MyBuckMD	☐
Drug Screen	60 days prior to Nursing 3118	Drug screens may be completed at the Wilce Student Health Center for on-campus students. 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 **instructions**.	Drug screens at the Wilce Student Health Center are done by appointment only, no walk-ins are accepted. 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.	☐
CPR	60 days prior to Nursing 3118	**Qualtrics Survey**	The College of Nursing only accepts **BLS Provider from the American Heart Association.**	☐
HIPAA	Start of the certificate program	Completed through **BuckeyeLearn**	Refer to the **compliance website** for detailed directions	☐

Program Compliance Requirement	Deadline	Submission Instructions	Notes	Completed
RN License	Start of the certificate program	**Qualtrics Survey**		☐
Forms	Start of the certificate program	**Substance Use Policy Form** **Academic Integrity Form**		☐
HRSA Survey	Start of the certificate program	**HRSA Survey**		☐
BCI & FBI Background Check	Complete between June and 60 days prior to Nursing 3118	If you are doing your practicum at the school where you are employed submit a letter from your employer to **edprep@osu.edu** OR If you are not, you must complete a Background Check submitted to OSU HR Instructions for both options can be found **here**	Use codes: BCI Revised Code: ORC 3319.291 FBI Revised Code: ORC 3319.291 Allow 4-6 weeks for processing	☐
Student Field Experience and Clinical Practice Application Form	Complete between June and 60 days prior to Nursing 3118	**Student Field Experience and Clinical Practice Application Form**		☐
Standards of Behavior Form	Complete between June and 60 days prior to Nursing 3118	The Office of Human Resources will send an email with further instructions on how to complete the Standards of Behavior Form		☐
Activities and Programs with Minor Participants Training	Complete between June and 60 days prior to Nursing 3118	The Office of Human Resources will send an email with further instructions on how to complete the Activities with Minors Training		☐