



FAIRLEIGH DICKINSON UNIVERSITY

REQUIREMENTS FOR CLINICAL CLEARANCE

Contact information for Mary Templeton:

Phone: 201-692-2887

Fax: 201-692-2388

Email: mtemplet@fdu.edu

Clearance Steps: To be completed during the first semester at FDU.

Step 1: Health Clearance

1. Annual physical exam and updated vaccination reports should be sent to Student Health Services.

For a full listing of health requirements, check the Student Health website and download the nursing packet: <https://www.fdu.edu/campuses/metropolitan-campus/student-services/student-health-services/>

Student Health Services: 201-692-2437 (phone) 201-692-2642 (fax)

2. All non-medical documents required are to be submitted to **Mary Templeton** (mtemplet@fdu.edu)
 - a. A current certificate is required for BLS for Health Care Professionals by the American Heart Association
 - b. A current RN License in the state of New Jersey. Renew biannually.
 - c. Malpractice insurance is required for student Nurse Practitioner. (1million/6million) Renew annually.
 - d. A copy of your current health insurance card.
 - e. Criminal background check. An Initial background check and an annual background check are required. You may only use TABB, Inc. for these.
 - f. Urine drug test. This needs to be done once a year through TABB, Inc. under FDU School of Nursing Annual Drug Test. For criminal background and urine drug test visit TABB.net, create an account (username and password), and type in FDUSON. Please be sure to read and follow the instructions carefully.

Step 2:

- a. **Advisement and Registration:** Please see your Advisor before the deadline below to be advised and registered for your clinical courses.

Family Psychiatric NP students only:

- Must provide proof of securing preceptors for each of the three clinical rotations
 - These documents must be handed in to the advisor upon entering the MSN program.
- b. Please make sure your account is free of any medical (201-692-2437) or financial (201-692-2206) holds before submission. This will result in a delay of registration.
 - c. You **MUST** fill out a 4-ply registration form. Email and phone registrations will not be accepted.

Step 3: **You must submit your electronic preceptor form each semester by the deadline dates:**

Fall Semester July 15

Spring Semester November 15

Summer Semester March 15

1. **Preceptor request form:** Complete the preceptor form electronically for each course, each semester. ALL required fields must be completed.
2. Use this link to submit your preceptor request:
<https://www-ucoll.fdu.edu/eplacement/placement.php>

Tips for Successfully Completing the Preceptor Request Form

Late preceptor requests will be deferred to the following semester, no exceptions.

The preceptor request form is in a Mail Merge format. This means the information you submit will go directly into the Letter of Agreement that is sent to your preceptor.

Correct information is necessary so that your placement will not be delayed.

The form is **case-sensitive**, which means proper use of upper and lower case letters.

Example Mary Jones **not** MARY JONES

Please note the following sections on the preceptor request

Term and Year is the semester/year of your practicum

Preceptor Section

Use the drop down menu to select if your preceptor is a Ms., Mr., Dr., then write preceptor's full first and last name, **remember this is case-sensitive**.

Preceptor's full credentials

Is your preceptor APN, APN-C, DNP, PMHNP, FNP, MD, etc.? Most preceptors have more than one credential.

Pay attention, your preceptor has worked hard for their professional credentials and correct credentials are important. For example:

Jane Doe MSN, RN, NE-BC, NP-C or Mary Smith DNP, RN, CCRN, CCA, APN-C

Preceptor's e-mail

It is very important that the e-mail is 100% correct. **Pay attention!!** One incorrect letter or number will delay the delivery of your letter.

Name/credentials of the Doctor who is responsible for the medical office/healthcare facility

This person has the authority to sign your Letter of Agreement. Please ask your preceptor to confirm who has authority to sign the letter.

License verification

This is self-explanatory; we are looking for license verification of your preceptor. Copy and paste license verification to preceptor request.

3. <https://newjersey.mylicense.com/verification/Search.aspx>

If you need assistance completing your request, do not hesitate to contact your program lead faculty or Marian Rutherford at 201 692-2520 or marian@fdu.edu

4. Upload your preceptor's resume to the preceptor request form.
5. Once your track coordinator has approved your preceptor request, and Mary Templeton and Student Health Services clear you, Marian Rutherford will process your contract. (marian@fdu.edu)
6. It is your responsibility to follow up and verify that the preceptor form was received and processed correctly.
7. Without a signed contract EVERY semester, you cannot attend your clinical.

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www.tabb.net

Fairleigh Dickinson University
Henry P. Becton School of Nursing
Teaneck Campus

Student Background and Drug Screen Instructions

Dear Student:

To ensure the safety of medical patients, all students who will come in contact with patients during the course of your training must undergo a criminal record search. Fairleigh Dickinson University, Henry P. Becton School of Nursing has chosen TABB INC., an agency specializing in pre-employment background investigations for the medical community, to conduct the criminal checks for their students.

TABB INC. developed a web-based reporting system that will allow you to create an account with us to meet your requirements.

Step 1- Create an account with us

Please visit the following link:

<https://www.backgroundinvestigationsbytabb.com/studentindex.aspx>

If you have not previously created an account with us, please click **OPEN AN ACCOUNT AND ORDER**.

When prompted enter the following program identifier: **Program Identifier: FDUSON**

Step 2- Order criminal search and drug screen requirements

Fairleigh Dickinson University Henry P. Becton SON has three requirements from which to choose based upon your university requirements. Failure to order the correct report may prevent you from attending your clinical.

- **Initial FDU SON Report**
- **Annual FDU SON Report**
- **FDU SON Drug Test**

Once you have successfully created an account, please click on the navigational bar “Order Background Check / Drug Test”. There will be three report options from which to choose. If this is your first background report with TABB Inc., choose the Initial FDU SON Report. If you have already had your Initial Background Report conducted with TABB Inc., choose the Annual FDU SON Background Report. Do not choose both the Initial Report and Annual Report at the same time.

Your account with TABB will allow you to:

- Order and review the progress and results of your background investigation
- Results will be available to you for the next seven years by simply logging into your account with TABB INC. at the above website
- Once an account has been created, your email address is your username. If you forget your password, use the ‘forgot password’ option.
- Enter the Program Identifier: **FDUSON**
- Receive emails from TABB INC. advising you of the status of your account and report.
- Fairleigh Dickinson University Henry P. Becton School of Nursing Administrators will have access to results of your criminal background report and drug screen results

Step 3- ORDERING THE BACKGROUND INVESTIGATION AND DRUG SCREEN:

INITIAL BACKGROUND INVESTIGATION:

When you are notified for the first time that a background investigation is required, you must order the FDU SCHOOL OF NURSING INITIAL BACKGROUND INVESTIGATION when you access our site. This report will include a Federal Criminal search of the US District Court, a NJ Treasure Exclusions Database, GSA Excluded Parties List Research and an Office of Inspector General (OIG) List of Excluded Individuals Search, a Fifty State Sex Offender Search and a database search that will develop all addresses where you have lived as an adult. TABB INC. has been instructed to conduct a criminal record search in all jurisdiction(s) where you have lived both past and present.

The **minimum report price** for the INITIAL BACKGROUND INVESTIGATION is **\$64.00** plus sales tax for students who have only lived in **New Jersey**. TABB INC. is required by the University to conduct a criminal search in New Jersey as well as the current state in which you reside if you are an out-of-state student. The **minimum report price** for the background investigation is **\$167.00** plus sales tax for students who live in **New York**.

If you have lived in more than one state, TABB INC. is required to conduct a criminal check in any additional state. TABB INC. will charge **\$10.00** for each additional state we

research plus mandatory state criminal search fees. Other states around the county charge between \$10.00 and \$25.00 to conduct criminal record checks. **The actual charge for your background investigation will vary depending on the number of states searched.**

ANNUAL REPORT:

The **minimum report price** for the ANNUAL REPORT is **\$42.00** plus sales tax for students who live in **New Jersey**. TABB INC. is required by the University to conduct a criminal search in New Jersey as well as the current state in which you reside if you are an out-of-state student. The annual search includes a Federal Criminal search of the US District Court. The **minimum report price** for this background investigation is **\$145.00** plus sales tax for students who live in **New York**. The Office of Court Administration in New York charges **\$95.00** per name to conduct the criminal check in this state. If you have more than one surname, there will be an additional charge of **\$95.00** if you live in New York.

Important notice for New York State residents and former residents

The New York Office of Court Administration in New York charges TABB INC. **\$95.00** per name to conduct the criminal check in this state. If you have more than one surname, there will be an additional charge of **\$95.00**. This charge is passed on to students at our cost. This cost cannot be avoided if you live in New York.

The School of Nursing requires an initial background investigation that includes a criminal check at all addresses where you have lived, past and present. An annual background investigation is required each subsequent year and an annual drug screen is required each year. Your account with TABB INC. will allow you to request the different reports as required. You must be sure that you choose the correct background investigation or drug test at the correct time. Failure to order the proper report may result in the rejection of the results and require another report. Once a background investigation or drug test report is ordered, the process begins and expenses are incurred. TABB INC. will not credit charges for incorrect background investigations ordered by students. Please be sure to order the correct report.

The background investigation will take between five to ten businesses days to complete depending on the state(s) where the criminal search is conducted.

DRUG TESTING:

TABB INC. has contracted with LabCorp for the drug testing service. There are over 3000 testing locations accredited by the Substance Abuse and Mental Health Service Administration to conduct the drug screening on your behalf. An experienced staff will provide a professional environment during the specimen collection process and a state of the art laboratory will test all positive results twice to confirm and validate the test process.

- You will receive a drug test registration via email with the laboratory locations near your home and a drug test expiration date. You must visit the drug-testing site prior to the expiration date. Please be sure to include your full home address and email address during the on-line order entry process.
- Please visit one of the testing sites provided in the email. LabCorp does not conduct drug tests at all of their locations.
- Any positive results will be reviewed by a Medical Review Officer who will contact you to discuss the findings
- You must print the drug test registration form you will receive via email and bring it to the drug-screening site.
- Your credit card will be charged **\$60.00 plus sales tax** for the for the FDU Drug screen. The **\$60.00** charge is in addition to the background investigation described above. You will not receive instructions to conduct the drug screening until payment has been processed successfully.

If you should have any questions regarding this process, please contact:
Janet Cillo-College Account Manager
908-879-4816 janetcillo@tabb.net