**Emporia State University Department of Nursing**

**MSN Requirements Checklist**

**FOLLOW INSTRUCTIONS ON SUBMITTING DOCUMENTS**

\_\_\_\_\_\_ Accept/Decline Form

\_\_\_\_\_\_ Student Background and/or Criminal History Check Form – Acknowledgement and

Authorization

\_\_\_\_\_\_ Drug and Alcohol Testing Acknowledgement and Authorization Form

  **ITEMS TO COMPLETE BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

**Department Requirements:** **UPLOAD/SUBMIT ALL DOCUMENTS TO VALIDITY SCREENING SOLUTIONS**<https://www.validityscreening.com/>**.** (Instructions will be sent on how to access this site).

\_\_\_\_\_\_ Student Verification of Health Insurance Coverage Form**and a copy of your insurance card.**

\_\_\_\_\_\_ Complete the required Department of Nursing Background Check at **Validity Screening Solutions.**

\_\_\_\_\_\_ Complete Drug Screening per attached Drug and Alcohol policy at **Validity Screening Solutions.**

\_\_\_\_\_\_ Complete the Pre-Clinical Health History & Physical Exam form or documentation **(including lab results) and upload to Validity Screening Solutions**

\_\_\_\_\_\_ Complete the Immunization record or documentation and **upload each item to Validity Screening Solutions. Includes Negative TB test, MMR, Varicella, Hepatitis B, T-DAP, Influenza, polio and Covid (as required by clinical agencies).**

\_\_\_\_\_\_ Complete the American Heart Association Basic Life Support (BLS) for Health Care Provider's certification. **Upload verification of course completion to Validity Screening Solutions.**

**IF YOU ARE NOT BLS certified:**

\_\_\_\_\_\_  If you need a BLS course, go to <https://shopcpr.heart.org/courses/bls>. Complete the heart code course, print off your certificate to upload to validity screening solutions, **AND** email Cassi Olinger at cellis@emporia.edu that you need the skills component. Cassi will inform you of the dates that this course will be offered and assist you in getting enrolled.

\_\_\_\_\_\_ Student Verification of Professional Liability Insurance-**upload a copy of your policy to Validity Screening Solutions.**