CastleBranch

Background Check and Drug Screen

Background checks and drug screens are required for all students entering into a health careers program with a clinical component involving patients. Background checks and drug screens from other sources are NOT accepted. Results of the background check and drug screen are only released to the Vernon College EMS Program administrative staff. The results of the background check and drug screen will not be released to students. The information obtained from the background check and drug screen will be utilized by Vernon College and the Vernon College EMS Program. This information is not used for certification or licensing purposes by the State of Texas or any other entity.

Compliance Tracker

The Compliance Tracker module digitally organizes and manages student background screening, document management and other task-oriented, process-driven requirements. By streamlining the relationship between students, schools and clinical sites, the Compliance Tracker effectively keeps the student requirement completion process organized, on track and on time.

myCB

Follow the instructions on the following page to create you myCB account on the CastleBranch website. Once you successfully create an account and purchase the Vernon College EMS Program package, you will be able to complete your background check, drug screen and begin uploading all required documents in the Compliance Tracker.

> **The cost of the CastleBranch Vernon College EMS Program package is $78.45 and may be paid by MasterCard, Visa, debit card, electronic check, money order or installment payment.**

> **Each item listed in your myCB portal will have a mandatory due date. Any item that is not completed, or uploaded, to your myCB account before the due date will not be accepted and may result in your denial into the program or dismissal from the program.**

CB CastleBranch

Welcome to **myCB!**

When you place your initial order, you will be prompted to create your secure myCB account. From within your myCB, you will be able to:

- ✓ View your order results
- ✓ Manage requirements specific to your programs
- ✓ Complete tasks as directed to meet deadlines
- ✓ Upload and store important documents and records
- ✓ Place additional orders as needed.

Username | Password | LOGIN
Forgot Password?
Place Order | Package Code | GO

To place an order, go to <u>mycb.castlebranch.com</u>

In the "Place Order" field, enter the following package code specific to your organization:

> **VE95 :** Background Check – Compliance Tracker – Drug Test

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your myCB and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

▷ TO-DO LISTS

You can respond to any active alerts or To-Do List items now, or return later by logging into your myCB. You will receive alerts if information is needed to process your order. Access your myCB anytime to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.