

## How to obtain your Compliance Report from Castle Branch

Your background check and Medical Document Manager must be “Complete” and your Compliance Report (Medical Document Manager only) **submitted by the deadline date to be eligible for placement** for the desired semester. Contact Kaitlin Williams at [williamk@uwgb.edu](mailto:williamk@uwgb.edu) with any additional questions.

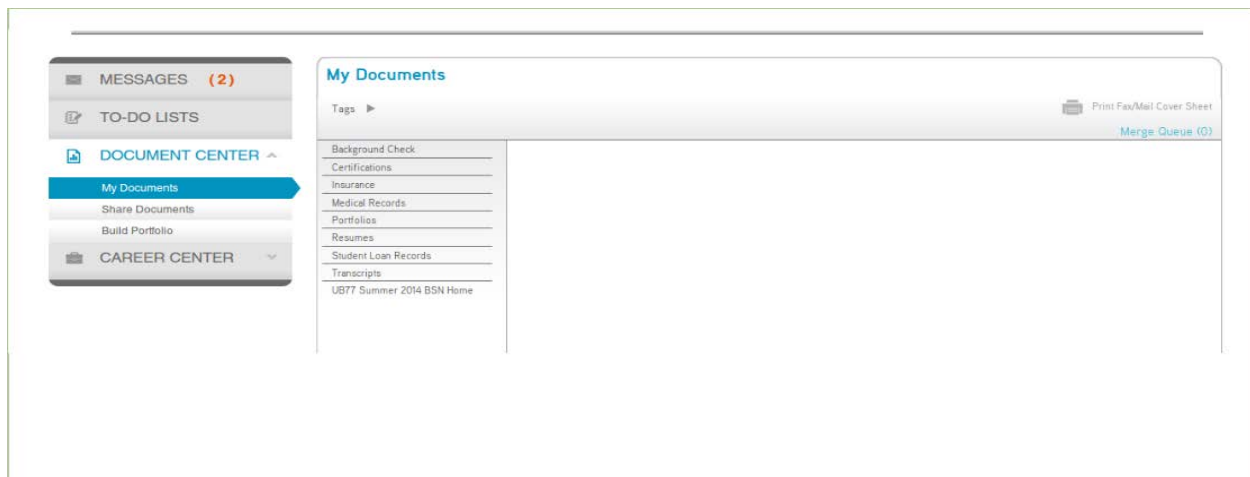
Deadline dates for Practicum:

Spring: October 1st

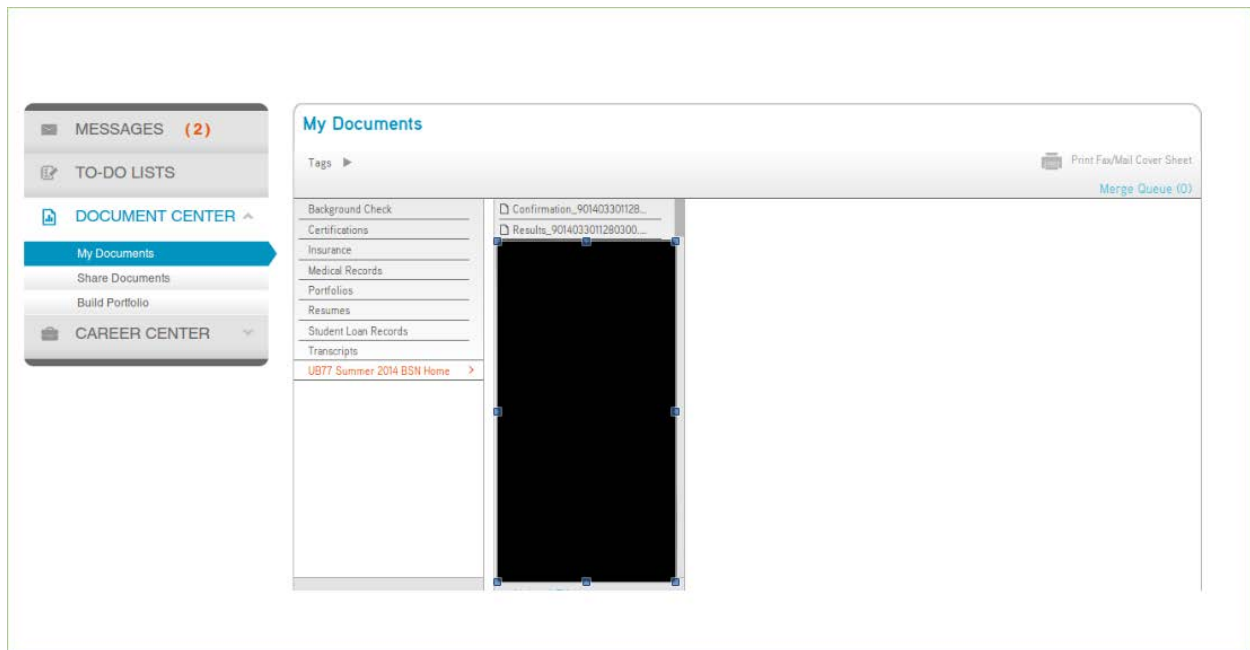
Summer: February 1st

Fall: March 1st

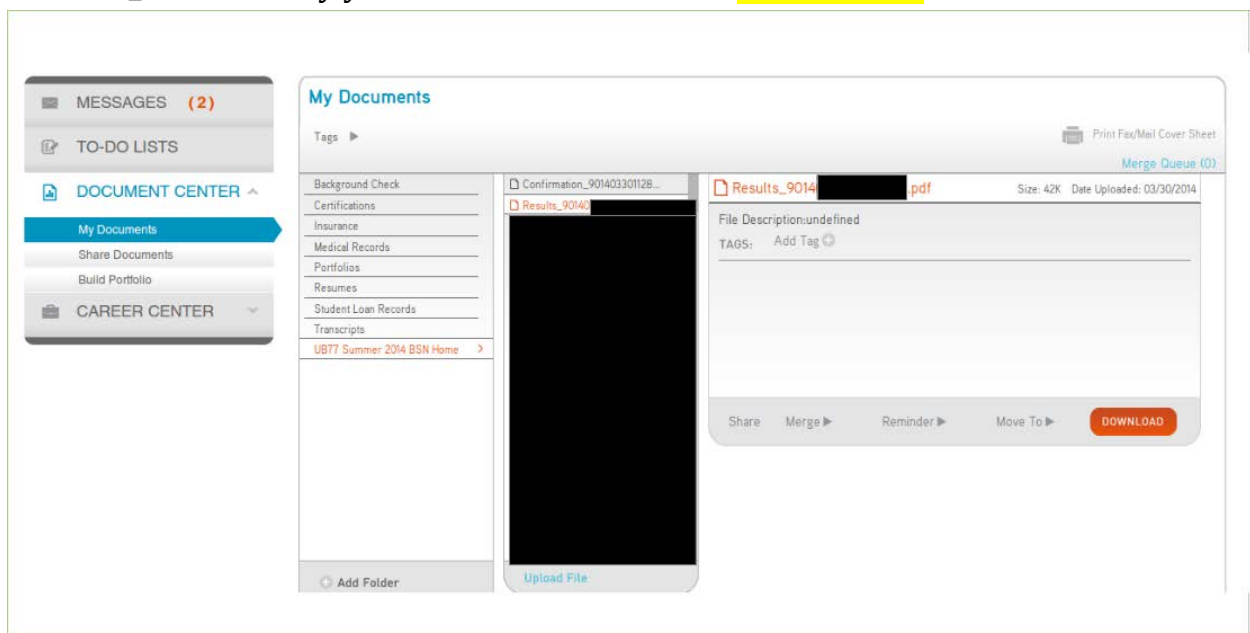
- 1) Log in to your profile
- 2) Click on Document Center
- 3) Select My Documents




4) To the right a list will open; click on the folder name associated with your clinical requirements:



5) Further to the right a list of documents you have uploaded to your requirements will appear. Within this list, **if you are Compliant**, you will have a file titled "Results\_" followed by your order number. Click **"DOWNLOAD"** and save the file.



6) Send your Compliance Report from your Medical Document Manager to [williamk@uwgb.edu](mailto:williamk@uwgb.edu).

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### To-Do List Summary Report

Name:	[REDACTED]	University of Wisconsin - Green Bay - Campus/ BSN Home	Current Status: <b>COMPLIANT</b>
Email Address:	[REDACTED]	UB77 Summer 2014 BSN Home	Last Updated: 04/02/2014
SSN: #	[REDACTED]	Tracker Due Date: February 1, 2014	
Date of Birth:	[REDACTED]		

[REDACTED] is compliant on all clinical requirements listed below until the next action date of: [REDACTED]

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Description: CertifiedProfile Specialists are available to assist you with all aspects of your To Do Lists, including understanding your clinical requirements, guiding you through the upload process and providing clarification on rejected requirements. Our hours are Monday-Friday: 8am-8pm EDT and on Sundays 10am-6:30pm EDT. Reach us by chat from within your CertifiedProfile, email ([cp servicedesk@certifiedprofile.com](mailto:cp servicedesk@certifiedprofile.com)) or by phone (888) 914-7279.

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Requirement Name	Status	Details
1. Measles, Mumps & Rubella (MMR)	Complete	[REDACTED]
2. Varicella (Chicken Pox)	Complete	
3. Hepatitis B	Complete	
4. TB Skin Test	Complete Until: Sep 11, 2014	