



## STUDENT INSTRUCTIONS FOR RENTON TECHNICAL COLLEGE

### Ophthalmic Assistant

#### About CastleBranch

CastleBranch is a secure platform that allows you to order your background check and medical document tracker online. Once you have placed your order, you may use your login to access document storage. CastleBranch also allows you to upload any additional documents required by your school.

#### Order Summary

- **Required Personal Information**
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- **Immunizations**
  - Document trackers provide secure online storage for all your important documents. At the end of the online order process, you will be prompted to upload documents required by your school for immunization, medical, or certification records.
- **Payment Information**
  - Your payment options include Visa, MasterCard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.
- **Accessing Your Account**
  - To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view

#### Place Your Order

Go to <http://portal.castlebranch.com/rr63> and enter package code

**RR76 – Background Check & Medical Document Manager**

**Package Cost: \$99.00**

#### View Your Results

After you complete your order and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements. You will return to your account by logging into [castlebranch.com](http://castlebranch.com) and entering your username (email used during order placement) and your secure password.

# Immunization Requirements

**Measles, Mumps & Rubella (MMR)** - There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports OR physician verification of titer results required)

**Varicella (Chicken Pox)** - There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titer (lab report OR physician verification of titer results required)

**Hepatitis B** - There must be documentation of BOTH of the following:

- 3 vaccinations
- Positive antibody titer (lab report OR physician verification of titer results required)

**TB Skin Test** - There must be documentation of one of the following:

- 2 step TB Skin test (1-3 weeks apart: AND 2 page TB Questionnaire (available for download)
- Past 2 step TB Skin test PLUS all subsequent annuals AND 2 page TB Questionnaire (available for download)
- If positive results, provide a clear Chest X-Ray (lab report OR physician verification of titer results required) AND 2 page TB Questionnaire (available for download)

**Tetanus, Diphtheria & Pertussis (Tdap)** - There must be documentation of a Tdap booster within the past 10 years.

**Health Insurance** - Provide a copy of your current health insurance card (both front and back of card) or proof of coverage required.

**Influenza** - Submit documentation of a flu shot administered during the current flu season.

**Physical Examination** - Download, print & complete the 2 page Health Record for Participation in Allied Health Department Program form and upload to this requirement.

**Student Handbook Acknowledgment** - Download, print & complete the 1 page Student Handbook Acknowledgment form and upload to this requirement.

**Conviction/Criminal History Disclosure Form** - Download, print & complete the 3 page Conviction/Criminal History Disclosure Form and upload to this requirement.

**Permission to Release Information Form** - Download, print & complete the **1 page** Permission to Release Information form and upload to this requirement.

YourMyCB Service Desk is available to assist you via phone, chat and email  
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST  
888-914-7279 or customerservice.cu@castlebranch.com

