Congratulations on your acceptance into the Occupational Therapy Program! All OT students must provide the health documentation listed in this document to be eligible for fieldwork. You are required to create your CastleBranch account and submit required documentation by July 15. You will not receive your Fall schedule until all documentation is received.

CASTLEBRANCH
Please follow the directions in the CastleBranch Instructions document to initiate your CastleBranch account. At this time, you should select the ‘I am an incoming student preparing to start the program’ option to purchase the Medical Document Manager package. The package cost is $25.

CastleBranch is a secure third-party partner which you will use to store and manage all of your required health documentation throughout your time in the OT program. You will also use this service to order any required background checks or drug tests for your eventual fieldwork placements; please do not order a background check or drug test at this time.

You must submit all health documentation electronically by July 15. Note: There are four non-health documents that will not be due until after orientation.

UNIVERSITY HEALTH CENTER REQUIREMENTS
If you are new to Towson University, you will also need to submit the required university health documents to the University Health Center. Please visit http://www.towson.edu/healthcenter/newstudent.html to obtain the forms you need for the University Health Center. It is your responsibility to complete and submit both the University Health Center Requirements and the Occupational Therapy Department Requirements to the proper departments by the indicated deadlines.

OCCUPATIONAL THERAPY DEPARTMENT REQUIREMENTS
You must submit the following health documents through CastleBranch by July 15. Please start this process early as it may take multiple visits to your healthcare provider and updated vaccinations to ensure you meet all requirements.

- TB Skin Test: either a 2-step PPD, Tspot, or Quantiferon Gold Blood Test
  - 2-step PPD requires 4 visits to your healthcare provider
  - Annual PPD, Tspot, or Quantiferon Gold Blood Test required annually while in the program

- Adult Tetanus, Diphtheria, & Pertussis (Tdap) vaccination

- Positive* Titer results for:
  - Measles, Mumps, and Rubella (MMR)
  - Varicella
  - Hepatitis B
  *If you receive a negative titer result, you are required to get updated vaccinations and then another titer to prove immunity

- Current American Heart Association CPR Certification for Healthcare Providers
  - Basic Life Support (BLS) for Healthcare Providers CPR course through the American Heart Association required; all other CPR certifications will not be accepted
  - Some of all of the course must be in person; we do not accept fully online courses
  - Renewal required every 2 years
Proof of Health Insurance
  ○ Copy of health insurance card (front & back in one document)
  ➢ Proof of health insurance must be submitted annually while in the program

Physical Examination
  ○ Your healthcare provider must complete and sign the Health Exam Form (on website)

Fieldwork Manual Agreement Form
  ○ Read the Fieldwork Manual
  ○ Download, sign, and submit the Agreement Form (available in CastleBranch)

Influenza
  ○ Seasonal Flu vaccine due by October 15*
  *This is the only health documentation with a different due date
  ➢ Annual flu shot required annually while in the program

You will receive instructions for submitting the following documents during Mandatory Orientation:

  □ Criminal Background Check/Drug Screen
  □ Student Rights and Responsibilities
  □ Speech & Hearing Screening Form
  □ Media Release Form
  □ Consent for Health Information Sharing

If you have questions regarding the OT Program requirements or uploading your documents to CastleBranch, please contact CastleBranch directly first.

Service Desk Specialists are available to assist you with all aspects of your documentation, including:

  • Understanding your clinical requirements
  • Guiding you through the upload process
  • Providing clarification on rejected documentation

Visit https://www.castlebranch.com/contact-us for contact information.

If you have tried all avenues with CastleBranch and need further assistance, please contact:

Ms. Briana R. Rostkowski
Admissions Counselor & Fieldwork Admin
brostkowski@towson.edu