Concordia University Doctor of Physical Therapy Program – Admission Next Steps

- **Phase I:** Complete your FAFSA, Tuition Deposit, Send Final Transcripts, Submit Health History Form, Submit Immunization Form, Submit the Letter of Intent

Now that you have been accepted to Concordia University’s Doctor of Physical Therapy Program and have completed Phase 1, your steps required to successfully enter the clinics first semester will be categorized into two additional phases:

- **Phase II:** includes items that you will need to complete between May 1st and August 15th prior to your arrival on campus.
- **Phase III:** includes items that you will need to complete between August 15th- September 15th, prior to going into the clinics.

All requirements within Phase II and Phase III will be included in your Castle Branch portal, so you will need to refer to Castle Branch webpage frequently in completing the correct requirements for each phase. Please note: Once your Castle Branch account is opened, you will receive regular communication from Castle Branch that all items (Phase II and Phase III) are due. Although you will receive these alerts, the only items due before August 15th are those for Phase II. Please disregard the alerts for Phase II items until you are directed to start addressing them by admissions or the Director of Clinical Education (DCE).

**PHASE II – Items below must be completed between May 1 – August 15**

Please complete the following:

- **Establish a Castle Branch Account**
  In order to establish a Castle Branch account, utilize the following informational guide with link to get into the Castle Branch system: [https://portal.castlebranch.com/of68](https://portal.castlebranch.com/of68)

  Place your order for Package OF68 using your Concordia L number (L00…). Please note that The Castle Branch account lists ALL requirements from Phases I-II, but you are only responsible for completing the Phase I requirements before August 15.

- **Background Study**
  You will be required to complete a Background Check (national and county) through Castle Branch, enter all pertinent information and follow prompts to complete.

  You will also be required to complete a MNDHSnet Background check (state).

  The Minnesota Department of Human Services (DHS) requires students who will complete their practice experience in MN to complete a NetStudy 2.0 Background Study. Please follow the Directions for NetStudy 2.0 to complete this process.

  The steps are briefly summarized below:

  - Read the [Background Study Applicant Background Study Instructions/Notice of Privacy Practices](#) document.
  - Go to the NetStudy 2.0 Applicant Portal and follow the steps to complete an Applicant Background Study Form.
  - Once contacted by a CSP representative for identification verification, set-up an appointment to complete the identification verification process with the designated CSP representative.
  - After your CSP representative identification verification, log into the DHS website and locate the MNDHS Fingerprint Authorization form and verify for accuracy. Make the $9.10 online payment for the fingerprint authorization.
  - Bring the form and valid identification to an authorized fingerprint site (CogentID). Complete Step 4 within the designated timeframe noting there is an expiration date and additional fees are incurred to repeat the process.
**Vaccination or Positive Titers**

You will be required to upload all immunizations and positive titers into Castle Branch for Approval. Please follow the instructions outlined by Castle Branch on the following:

1. **Tetanus-diphtheria-acellular pertussis (Tdap)** - most current dose/booster within the last ten years.
2. **Varicella (Chicken Pox)** - two documented doses of the varicella vaccine, laboratory evidence of immunity or confirmation of disease (via a titer), or verification of a history of varicella disease (including exact date and signature of a licensed health-care provider).
3. **Measles, Mumps & Rubella (MMR)** - two doses after age 12 months or antibody titer results documenting immunity of the three components.
4. **Hepatitis B** - Document 3 doses of the vaccine or antibody titer (blood test) results documenting immunity. If the titer is negative or equivocal, then a repeat of the three vaccine series AND repeat titer is required. Note: The Hepatitis B series takes four to six months to complete; therefore, if you have not had this series, you should begin this process as soon as possible to comply with this requirement.
5. **Polio**
6. **Tuberculosis (TB)** - a Two-Step Tuberculosis Skin Test (TST) must be completed (one step will not be sufficient for clinic sites). This is a skin test that is read 48-72 hours after placement of PPD, and the area of indurations recorded. Then a second PPD test to be performed/completed one weeks to three weeks after the first test being started. This two-step TST needs to be done once and an annual one-step TST will need to be then thereafter. The requirement can also be met through an Interferon-Gamma Release Assays (IGRA) blood test (QuantiFERON Gold or T-Spot) which will meet the requirement for the two-step TST and may be conducted annually in place of the annual TST.

**Proof of Health Insurance**

You are required to have health insurance to participate in clinical activities. If you already have insurance, copy your insurance card (front and back) or receipt and upload to Castle Branch. Proof of health insurance will need to be submitted annually.

The Affordable Health Care Act requires that everyone has health insurance and provides access to coverage. With this change to the law, Concordia University also expects that all students carry health insurance. It is the student’s responsibility to provide payment or insurance for any physical or mental health medical needs. Concordia University assumes no liability for student illness or injury and no responsibility for medical bills and/or services contracted for by students. It is the responsibility of the student to carry the insurance card at all times to have available in case of illness or injury. Students and families that are concerned about health insurance should know that the Affordable Care Act requires everyone to have health insurance. There are many options available to students, including, being covered on their parent’s policy until age 26 or purchasing coverage through an insurance exchange. The insurance exchange is an online resource where you can find information about different health plans and coverage. [https://www.healthcare.gov/](https://www.healthcare.gov/) is the federal insurance exchange. Residents of Minnesota can look under [https://www.mnsure.org/](https://www.mnsure.org/) where you can access the cost for each plan and enroll or find out whether you qualify for financial assistance based on annual income.

**Health Screen**

A physical exam must be done within one year of entering the program and be “within normal limits” in all areas. If not, the student must have documentation regarding any treatments, medicines, plans to follow, limitations, etc. If a student’s physical exam status changes, they must seek treatment and provide the Program Director and Director of Clinical Education with the necessary documentation noting any limitations. Fulfilling this Student Health Record will require an appointment with your healthcare provider for a physical and immunization updates. If seeing a new healthcare provider, you should bring your immunization records with you. It is suggested that you bring this letter, the Health History Form, and Health Career Insert with you to your appointment. If your employer has a physical on file not over a year old, this is fine, send a copy.
PHASE III – Items below must be completed between August 15 – September 15

Please complete the following after CSP DPT orientation and instructions from the DCE (provided in Clinical Seminar I course):

- **Influenza Vaccination**
  Students must have a documented annual flu shot for the upcoming flu season. This must be administered prior to students going into the clinic and documentation of the vaccination must include: supplier, batch, and that it is specifically for the upcoming flu season. This must be uploaded into Castle Branch.

- **Concordia University Training Modules**
  Students are required to complete training modules via the CSP Training system on HIPAA, OSHA and Blood Borne Pathogens, and Diversity on Campus. The DCE will provide links to students to complete these courses during the first full week of classes. These courses must be completed and certificates uploaded into Castle Branch.

- **Student Handbooks**
  Students are required to review the CSP Student and Clinical Education Handbooks during their orientation week. A signature form, indicating acknowledgement of this must be signed and uploaded to Castle Branch.

- **CPR/AED Training for Health Professionals**
  Students in the DPT program are required to complete CPR/AED Training for Health Professionals through the American Heart Association. This will take place within the Clinical Seminar I course, prior to going into any clinic setting. There will be a course fee associated. Students must upload their certification of completion into Castle Branch. Students will renew their training at the end of their 2nd year in the Clinical Seminar III course.