



Kean University

School of Nursing

Student Requirements Checklist

- Make an appointment with your Health Care Provider and have him/her Complete the Initial or Annual Health Clearance Form
 - Create a Castle Branch Account (follow the instructions provided in our page)
 - Purchase the required packet (the Castle Branch instructions provided by the School has the school package codes and pricing information)
 - Follow instructions on the Castle Branch website and complete/upload the following required items:
 - Initial or Annual Health Clearance Form
 - CPR card (signed or e-card) from the American Heart Association (AHA BLS for the Healthcare Provider)
 - Background Check*
 - Drug Screen*
 - Proof of Professional Liability Insurance
 - RN license
- * Completed through CastleBranch once logged in.
- Once you are cleared through Castle Branch, submit the Castle Branch “To Do List Summary Report” to kusoncl@kean.edu
 - Complete the Preceptor Request Form. Submitted completed form to kusoncl@kean.edu