#1 Recommendation: Follow these simple steps to complete w/in minutes:

- ♦ Get Organized! Review what you need to submit (outlined below) and collect in one place
- ♦ Scan/take pictures of the requirement documentation and store to your computer as a PDF
- ♦ Complete the requirement modules and upload documentation that proves you are compliant

What Do I Need to Collect & Submit?

*Go to the **Student Passport System (SPS)** for full details, below is a brief summary to help you get started in collecting, scanning/pictures and saving as a PDF to upload.*

Your school requires students to complete and upload proof of completion for twelve (12) requirements:

1. **M State Health Declaration Form** – student signed copy
2. **M State Verification of Policy & Release of Info Form & Authorization to Release Student Information form** – student must sign each form
3. ***Flu** – documentation you received a Flu vaccination for the current Flu season
4. ***Mantoux/Tuberculosis** – there are three (3) options to complete:
   a. Negative Tuberculin Skin Test (TST)
   b. Negative Quantiferon Blood Test (QBT) or T Spot Blood Test
   c. Medical Clearance by a Health Care Provider(chest x-ray if you ever had a positive TB test)
5. **Measles, Mumps & Rubella (MMR)** – there are two (2) options to complete:
   a. Titer skin tests that show immunity OR
   b. MMR Vaccination (for this vaccination there are 2 steps to complete)
6. **Hepatitis B (Hep B)** – there are two (2) options to complete:
   a. Titer skin tests that show immunity OR
   b. Hep B Vaccination (for this vaccination there are 3 steps to complete)
7. **Chickenpox/Varicella** – there are three (2) options to complete:
   a. Titer skin tests that show immunity OR
   b. Varicella Vaccination (for this vaccination there are 2 steps to complete) OR
8. ***Pertussis, Tetanus, Diphtheria (Tdap)** – Proof of vaccination w/in 10 years
9. **Certified Nursing Assistant (CNA)** – Certificate of completion w/in 5 years or proof of registry
10. ***CPR** – card from the American Heart Association for a healthcare provider BLS
11. **Minnesota Dept of Human Services Background Study** – upload results
12. **National Background Study** – upload results

*Requirements with a red asterisk (*) means it will either annually expire or may expire during the collection period. **SPS** will email you 60 days prior to the expiration to update.*

Where Do I Get the Documents/Proof of Compliance to Upload?

*Below is a brief rundown, for complete details visit **SPS***

- ♦ M State's documents for Health Declaration and Verification of Policy and Info Release are in the **SPS**.
- ♦ CNA certificates must be from an educational entity registered to certify students. CNA registration must be in the form of a card or letter from a formal registry entity.
- ♦ All immunizations should be from a registered practitioner/clinic and include your name, the clinic name where you received it, the vaccination /test administered, date administered and, if applicable, test result(s).
- ♦ CPR by American Heart Association and must be for a healthcare provider
- ♦ Background study instructions are available in the **SPS**.

Why is this Information IMPORTANT?

All students within healthcare facilities must show proof of compliance to legally access their patients. Not submitting means they will not allow you to work with patients.

Therefore, failure to complete this information may result in your inability to attend clinical and/or removal from the facility plus **potential failure of the course**

Who Will See the Information?

This information is ONLY accessible to you, your school and the clinical site your school assigned you to.

Who Do I Contact w/Questions?

For content questions (i.e., Why do I need to complete a requirement?) click the 'Questions, Contact Your School' link within the SPS for your school's contacts.

Questions? **Contact your school**

For questions concerning the Student Passport system (i.e., a document won't upload), click 'Help' next to the Logout area on the **SPS**.

Help   🔒 Log Out

How Do I Turn My Records/Documents into PDFs?

You have a couple of options:

- ♦ Download an App onto your phone that turns photos into PDFs. In this instance you would take a picture of the document and use the App to turn it into a PDF.
- ♦ Take pictures of the document with your phone, email the pictures to yourself, copy and paste the photo into a Microsoft Word document, click SAVE AS and select the PDF file version.

NOTE: For both options make sure the final PDF contains a CLEAR & READABLE copy of your document and provides proof you completed the requirement. When your submission is reviewed, if the person cannot read what you submitted it will be denied. This means you will not be considered compliant/eligible for your clinicals.

How Do I Upload Documentation for the Requirements?

Most requirements will ask you to provide the date the requirement was completed and (if applicable) when it expires/what the test result shows (i.e., immunity or negative results). All requirements ask you to upload a document or proof that you completed the required tasks:

Step 1: Select the Uploader Button

Uploader

Step 2: Select the PDF from your computer and save

Choose File | No file chosen   or   Apply a previous upload... ▼   Save

Step 3: Submit for Review (someone will review for accuracy)

Submit for Review