**\*Students will use the web-based tracking system, Call of Medicine (CoM), to upload & track compliance documents, order criminal background checks, & to order drug screenings.**

**\*Students should check their WKU email address for instructions sent from CoM on how to login/register.**

**\*Please note, there is a student fee involved with use of program ($45). WKU pays the membership fee for each student, and the student pays the fee for compliance tracking and review of documents by CoM. The $45 covers you through your expected graduation date. If you need to extend past that time, you can contact CoM and request a one-time extension.**

**\*There is a $50 fee for the criminal background check. *Students residing in some States such as NY, VA, etc. will incur additional fees. Full list can be found at*** [***https://validityscreening.com/service-surcharges-and-fees/***](https://validityscreening.com/service-surcharges-and-fees/)

 **\*There is a $35 fee for cost of drug screening through Quest Diagnostics. Out of network or non-Quest sites will incur an additional $20 collection fee (this is the case for the quest sites close to Bowling Green).**

**\*Instructions and forms for requirements below are on CoM. From home page, students go to “Requirements;” click on blue arrow next to each requirement; click on purple “view instructions” or blue “download form.”**

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| **Physical (within the past year)**-expires annually (each year) |
| **Negative 2 Step TB Test or Negative Quantiferon Gold Blood test**-expires annually **or chest x-ray** which is good for 2 years. If you have had the TB vaccine, then you must have a chest x-ray. |
| **Student professional liability insurance (limits must be $1 million/ $3 million or higher)** -expires annually |
| **HIPAA training certificate**-expires annually, course info provided by WKU |
| **FERPA training certificate**-one and done, course info provided by WKU |
| **Student Site Placement Agreement form**-one and done |
| **Criminal Background check**-expires annually-must order through Call of Medicine |
| **ASHA verification form for supervisor(s)-**Must enter for each supervisor using, each semester in externship. Supervisors will change so this requires new submittal of verification form for each supervisor each semester. |
| **Proof of ASHA Supervision CEU’s for supervisor**-Required based on results of ASHA verification letter. If letter reads at bottom of page, “has met the 2020 ASHA certification standards for providing clinical instruction and supervision,” then the CEU’s do **NOT** need to be submitted. Completed each semester as needed. |
| **OSHA For Healthcare Compliance Course with Bloodborne Pathogens 2024 Training**-one and done, course info provided by WKU |
| **Proof of Health Insurance**-One and done, **unless insurance provider changes** |
| **Negative Ten Panel Drug Screen**-expires annually and must order through Call of Medicine |
| **Current Photo ID**-Government issued only- one and done |
| **Standard Precautions-Hand Hygiene Certificate of training**-one and done, course info provided by WKU |

 **BLS (Basic Life Support) CPR certification for Healthcare Providers-Courses should be taken through the American Heart Association or American RedCross-** CPR card and certification is good for 2 years.The WKU CPR Training Center offers courses to WKU students. More information on this course can be found here: <https://www.wku.edu/scahec/cpr.php>