Facility-Specific Documents Check-Off Sheet

For: ____________________________________________

**Important Note:** Carefully read and follow all steps listed below.

You do not need to submit this check-off sheet to nursingdocs@fullerton.edu.

All Providence facilities (*St. Joseph, St. Jude, Mission Hospital*) are now utilizing CB Bridges to assist in their facility-specific onboarding process. Please note that each student assigned to a Providence facility will be responsible for an annual $20.00 fee, paid directly to CB Bridges, and potentially a background recheck for $29.00 ordered directly through Castle Branch.

**You will use the same CB Bridges account for any assigned clinical rotation/s at a Providence facility. The $20.00 annual fee applies when it has been more than one year from the day you initially purchased your account.**

Review the CB Bridges *Ordering Guide* (located on the SON website) with instructions on how to order and set up your CB Bridges account. Once all students in your rotation have purchased their accounts, the Clinical Placement Team will grant you access to your assigned rotation for you to complete the onboarding requirements. All facility-required documentation must be completed by the deadline given to you by the Clinical Placement Team.

In order for your Castle Branch and CB Bridges accounts to link together, please use the same email address when ordering your account.

**NOTE:** Your Castle Branch and CB Bridges are TWO separate accounts.

I have reviewed all instructions and materials, as well as verified and completed all requirements listed above, that are specified by the facility I will be attending.

Name (*print*): ________________________________________________

Signature: ___________________________________________________ Date: ____________________________

Last updated March 20, 2023