Follow the steps below to create and purchase a CastleBranch account:

2. Select Place Order.
3. Select your program. (Note: If you are not currently a licensed RN, select BSN; do not select RN-BSN.)
4. Select the Background Check and Compliance Tracker package for the term you will start at Allen College.
5. After reading the order instructions, check the applicable box and click Continue.
6. After reading the package cost information, check the applicable box and click Continue.
7. Enter all personal information, following each step through the payment page. Monthly installments are an option.
8. A drug screen package must also be purchased. Two options are available, select one.
   • Drug Test at the Allen Occupational Health – Cedar Falls OR
   • Generic Quest drug test using the code provided
9. Submit all required documents to CastleBranch. Additional assistance may be found using the tutorial videos located on the CastleBranch website.

If you have questions, please contact lexy.negen@allencollege.edu or (319) 226-2517.
CastleBranch
Commonly Asked Questions

Q: Where do I get the drug screen form? CastleBranch states it is available from an administrator.

- The required form will be provided by UnityPoint Health Allen Hospital – Occupational Health or the Quest Lab when receiving the drug screen. Please show the email confirming purchase upon arrival.

Q: CastleBranch did not accept my TB and I don’t know why?

- A 2-step TB is mandatory. A 2-step requires a TB administration and reading 48-72 hours following the injection. After 1-3 weeks another TB is administered and read within 48-72 hours. Each year following, one TB administration and reading must be completed to remain compliant. If a year is missed, the initial 2-step must be repeated.
- A T-spot blood draw also qualifies.
- If you have had a 2-step or a T-spot in the past, load the initial tests as well as each annual TB.

Q: Occupational Health administered my drug screen, but it isn’t recorded in CastleBranch?

- Receiving a drug screen does not mean a package was necessarily purchased in CastleBranch. Return to CastleBranch ensuring the package is in your account. If not, purchase the applicable package. If questions arise contact CastleBranch directly to resolve the problem. Contact information is listed at the end of the document.

Q: CastleBranch is asking for a RN license, but I am in the BSN program and not yet licensed?

- If the requirement appears, most often students selected the RN-BSN program. Unfortunately, this is incorrect. If you have not earned an RN license, the BSN selection is needed. Refer to the CastleBranch Package Codes document. If the incorrect program was chosen, you will need to call CastleBranch to change the selection.

Q: Do I need a Covid Vaccination?

- Numerous hospitals and healthcare systems are requiring their team members, including any students participating in clinical/fieldwork at those facilities, to be vaccinated against COVID. While Allen College does not have a vaccination requirement to enroll, compliance with our clinical/fieldwork sites’ requirements must be ensured. Requests for either medical or religious exemptions are an option. Please contact lexynegen@allencollege.edu for a form.

Questions regarding the CastleBranch system: https://discover.castlebranch.com/contact-us/ or (888) 723-4263.
CastleBranch
Program Codes

Each academic program has a unique code in CastleBranch. Using the chart below, verify the correct codes are selected. All students will purchase two packages: Background Check and Compliance Tracker and one of the two drug screen options.

If you have questions, please contact lexie.negen@allencollege.edu or (319) 226-2517.

<table>
<thead>
<tr>
<th>Undergraduate Program</th>
<th>ASR</th>
<th>DMS</th>
<th>MI</th>
<th>MLS</th>
<th>BSN</th>
<th>RN-BSN</th>
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<tbody>
<tr>
<td>Compliance Tracker</td>
<td>LS92</td>
<td>LS93</td>
<td>LS98</td>
<td>LS96</td>
<td>LS89</td>
<td>LV57</td>
</tr>
<tr>
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<td>LS92dt</td>
<td>LS93dt</td>
<td>LS98dt</td>
<td>LS96dt</td>
<td>LS89dt</td>
<td>LV57dt</td>
</tr>
<tr>
<td>Quest Drug Screen</td>
<td>LT18dt</td>
<td>LT18dt</td>
<td>LT18dt</td>
<td>LT18dt</td>
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<th>Graduate Program</th>
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<th>MSN</th>
<th>BSN-DNP</th>
<th>DNP</th>
<th>DPT</th>
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</thead>
<tbody>
<tr>
<td>Compliance Tracker</td>
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<td>LS90</td>
<td>LS91</td>
<td>LS91</td>
<td>LV58</td>
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<tr>
<td>Allen Occupational Health Drug Screen</td>
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