

TRINITAS SCHOOL OF NURSING
EXPLANATION OF REGISTRATION CHECKLIST

- A. Request for Absence of more than one clinical day/evening weekend. A written, signed statement from the student requesting the absence will be submitted to the Dean prior to registration. The student will indicate the exact dates of absence being requested. The School administration will review the request. The student will be informed of the options prior to course registration.
- B. Copy of current unofficial transcript. Download your unofficial transcript from UCC web services no more than one week before registration and bring it with you to registration.

-
1. CPR for Health Care Provider from the American Heart Association. CPR from the Red Cross or other entity will not be accepted. The CPR certification must be current through May 2018 or beyond. The card must be presented at the time of registration. If the card has not yet been issued yet, you may bring the letter from the CPR instructor that states that you successfully passed the CPR course. The letter must bear the letterhead of the agency that provided the course.
2. Mandatory Education for Trinitas Hospital – Instructions to be announced by the end of the Fall 2017 semester. The updated instructions will be posted to www.trinitasschoolofnursing when available.
3. Malpractice insurance for RN student. The malpractice policy must cover the student for a minimum of **two million dollars** per occurrence and **four million dollars aggregate**. If the insurance company requires a letter from the school, please obtain it from the school office in room 324. The malpractice insurance coverage must be current through May 8, 2018. The student must show the actual policy at registration. The receipt for payment to the insurance company will not be accepted in lieu of the actual policy. Malpractice policies for RN students are available through the following companies:
- **Proliability:** 1-800-375-2764 (phone). www.proliability.com (website)
 - **NSO:** 1-800-247-1500 (phone). www.nso.com (website)

You may also contact other nursing malpractice companies to obtain the insurance. The policy must be for **RN Student**.

4. Health Clearance- Submit or mail the health form with required lab titer results, to the School Office to be reviewed by the Director of Student Health by December 4, 2017. Health forms submitted on the day of registration may not be reviewed in time for registration.
5. You must have a Tuberculosis (TB) Test every year. Your TB test must be current through May 8, 2018. Submit this report to the Director of Student Health or to the school office in Room 324.
6. Drug Screening must be performed by Trinitas Regional Medical Center Occupational Health Dept. The cost for the screening must be paid by the student. Call 908-994-5368 to make an appointment for the screening. The student must bring a copy of the drug screen result from Occupational Health on the day of registration.
7. Criminal background report - All students must have a clear or negative criminal background report to be permitted to register. The TABB form for the criminal background check and the required fee is on the TSON website & must be submitted with the payment electronically. A copy of the completed criminal background report must be brought to registration.
Please note, the timeframe for criminal background checks to be completed can range from 3 to 4 weeks.
8. The student will sign and date both pages of Registration Checklist.
9. If the student provides false information, he or she will not be permitted to remain in the course or to register for future NURE courses.

Note: The following forms are located on the school website, www.trinitasschoolofnursing.org. Click on Program Info and then click on Nursing Program Forms:

1. Health Clearance form
2. Drug screening consent and instruction
3. Criminal background check (TABB)
4. Registration checklist
5. Mandatory Education for Trinitas RMC