

**PLEASE NOTE of required items for ADB Documentation**

**Submitted documentation must include the following items:**

- ✓ Document lists typeset/Stamped/name of provider (Exclusive of forms generated by ADB/your school)
- ✓ Document lists student name
- ✓ Document lists service name
- ✓ Document lists service date
- ✓ If document has a field which indicates a provider signature, document must reflect a provider signature/stamp

**Instructions for entering your immunization record**

**1. MMR (Measles, Mumps and Rubella) Vaccines, History of Disease or Titer: One Time**

You must have either, a b, or c for each disease:

- a) Proof of a 2-shot MMR series (or the equivalent shots for each disease)
- b) Documented date of disease for Measles, Mumps and Rubella OR
- c) an 'Immune' Antibody IGG Titer for Measles, Mumps and Rubella.

Please enter the dates of your vaccinations/date of disease/titers in the system, and upload official documentation. For titers, documentation must include results (Immune/not immune/reactive/nonreactive/positive/negative/quantitative with reference range).

**2. Tetanus Diphtheria and Pertussis (Tdap): Every Ten Years**

You must have a Tetanus Diphtheria (TD) vaccination within the last ten years for compliance. A Tdap vaccination is also acceptable for this requirement. Please enter the date of your TD vaccination, and upload official documentation which reflects your name, and name and date of the vaccination. **MUST** have your provider's signature and/or stamp, and date.

If you are a California/Indiana student, you are required to have a Pertussis vaccine. This may be given as part of a Tdap, which is for Tetanus Diphtheria and Pertussis (which would cover the TD requirement as well if within 10 years). Declining the Pertussis vaccine may preclude you from being able to attend many clinical facilities. The Clinical Administrator at the facility can bar you from attendance; any declinations will be handled on a case by case basis by your Mentor at WGU.

**3. Varicella Vaccines or Titer: One Time**

You must have either:

- a) Proof of a 2-shot Varicella series OR
- b) an Immune Antibody IGG Titer for Varicella.

Date of disease is not acceptable in lieu of either shots or a titer. Please enter the dates of your vaccinations/titers in the system, and upload official documentation. For titers, documentation must include results (Immune/not immune/reactive/nonreactive/positive/negative/quantitative with reference range).

**5. Influenza (Or Declination): Annual**

It is highly recommended that you receive a seasonal flu vaccination, as declining the flu shot may preclude you from being able to attend many clinical facilities. The Clinical Administrator at the facility can bar you from attendance; any declinations will be handled on a case by case basis by your Mentor at WGU.

Please enter the date of your flu vaccination and upload official documentation. If you choose to decline the flu shot, you must get the form from your Mentor at WGU. Complete that form and upload it to your ITS account.

**Instructions for entering your immunization record – Continued...**

**6. Tuberculosis (PPD): One Time**

You must have documentation of an Annual PPD (Tuberculosis Skin Test), every year while at WGU.

IF you have a Positive PPD: You must supply printed proof of a Chest X-Ray (Every Two Years) AND a TB Screening Report (Annual) from your provider. The report must state that you, the patient, are 'negative for signs and symptoms of tuberculosis'. This report must be submitted annually, with the newest within 12 months of admission to WGU.

Please enter the dates of your PPDs/Chest X-Ray/TB Screening in the system and upload official documentation.

**7. Hepatitis B: One Time**

It is highly recommended that you receive a Hepatitis B vaccinations, as declining the Hepatitis B series may preclude you from being able to attend many clinical facilities. The Clinical Administrator at the facility can bar you from attendance; any declinations will be handled on a case by case basis by your Mentor at WGU.

You must have a 3-shot series for Hepatitis B or show a 'Positive' Hepatitis B Antibody IGG Titer. You will be considered compliant after the first shot, but it is required that you complete the entire series.

Please enter the dates of your vaccinations/titers in the system, and upload official documentation. For titers, documentation must include results (Immune/not immune/reactive/nonreactive/positive/negative/quantitative with reference range). If you choose to decline the Hepatitis B shot series, you must get the form from your state director at WGU. Complete the form and upload it to your ITS account.

**8. CPR Certification: Expires every Two Years**

You must have a CPR Certification from the American Heart Association on file before the beginning of your first clinical nursing course. It is your responsibility to remain current in your CPR certification during the program, any student not certified through the American Heart Association will not be allowed to attend clinicals. Please enter the date issued, and type of card (as the 'Provider') in the system, and send a copy of the front and back of your CPR card to your account.

**9. RN License: When Expired**

You must have a RN Licensure Certification on file before the beginning of your first clinical course. It is your responsibility to maintain a current RN License during the program, any student found to have an expired RN License will not be allowed to attend clinical. Please enter the date of expiration of your license, and the state(s) your license is applicable in (as the 'Provider') in the system, and upload a copy of your RN License to ITS account.