

Last updated: November 6, 2017

Upload Online

Updated certifications and copies of all documentation should be uploaded to the Student Center in the OUHSC [Student Self-Service](#) portal.

Enrollment Holds

No enrollment can be processed for students with incomplete or expired certifications. Expired certifications during clinical rotations may be cause for removal from the clinical facility.
WARNING: Missed clinical days may affect student grades.

Questions

Contact your campus contact: OKC/Lawton- Kayla-Pullan@ouhsc.edu
 Tulsa- Dianne-Estes@ouhsc.edu

Certifications to Upload to [Student Self-Service](#)

Item	Certification	Instructions
1	Tuberculosis Skin Test (PPD Mantoux)	<p>Negative PPD Instructions Must be renewed every 12 months while enrolled in courses.</p> <p>Positive PPD Instructions Must submit annual clearance for public contact every 12 months while enrolled in courses.</p>
2	Cardiopulmonary Resuscitation (CPR)	<p>Accepted renewal courses: (1) American Heart Association "Basic Life Support for Healthcare Provider" (2) ACLS Certification</p> <p>Submit a copy of the front and back of the card. <i>American Red Cross CPR Training is not accepted.</i></p> <p>Traditional and Accelerated BSN students: CPR training is only considered valid for 12 months from date of issuance and must be renewed accordingly.</p> <p>All other programs: Please renew every 24 months.</p>
3	Tetanus Vaccine/Tetanus (Tdap)	<p>The adult Tetanus shot is considered valid for 10 years. Updated documentation will be required if this expires while enrolled in courses.</p> <p>*Tulsa students Tetanus (Tdap)</p>
4	Flu Shot	<p>Documentation of flu shots should be uploaded during the flu season and must be renewed every 12 months while enrolled in courses.</p>
5	Health Insurance Waiver	<p>Submit an updated waiver every semester to AHP confirming coverage. If student has new coverage, student will submit a new waiver. Get more information at OUHSC Student Affairs.</p>

Other Certifications to Update Annually

Note: After completion, these four items will update in Self-Service. Students **should not** have to upload documentation to Student Self-Service.

Item	Certification	Instructions
1	Background Check	<p>Must be renewed every 12 months while enrolled in courses. See instruction sheet from Certiphi. https://applicationstation.certiphi.com/</p>
2	Drug Screen	<p>Must be renewed every 12 months while enrolled in courses. See CRG form on Annual Certification. *Tulsa students see Dianne Estes for details. *Lawton students see Melinda Smith.</p>
3	HIPAA Training	<p>Must be renewed every 12 months while enrolled in courses. http://ouhsc.edu/hipaa/</p>
4	EHSO Training	<p>Must be renewed every 12 months while enrolled in courses. https://www.ouhsc.edu/login.aspx?ReturnUrl=%2fehso%2ftraining%2fnew_logon.asp</p>

Uploading Documentation to Student Self-Service

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Student Center To-Do List

- Enter certification dates
- Upload all documentation in the **“To-Do List”** section.
- PDF, JPEG file type okay
- Multiple attachments allowed in the **“Health Forms”** and **“Enrollment”** section of an item To-Do list. No Hold is generated for this To-Do.

