

*Last updated: September 18, 2018*

## 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 – [Mark-Gunter@ouhsc.edu](mailto:Mark-Gunter@ouhsc.edu)  
 Lawton – [Melinda-R-Smith@ouhsc.edu](mailto:Melinda-R-Smith@ouhsc.edu)  
 Tulsa- [Dianne-Estes@ouhsc.edu](mailto:Dianne-Estes@ouhsc.edu)

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

Item	Certification	Instructions
1	<b>Tuberculosis Skin Test (PPD Mantoux)</b>	<p><b>Negative PPD Instructions</b>                      Must be renewed every 12 months while enrolled in courses.</p> <p><b>Positive PPD Instructions</b>                      Must submit annual clearance for public contact every 12 months while enrolled in courses.</p>
2	<b>Cardiopulmonary Resuscitation (CPR)</b>	<p>Accepted renewal courses:                      (1) American Heart Association "Basic Life Support for Healthcare Provider" or                      (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	<b>Tetanus, Diphtheria, &amp; Pertussis (Tdap)</b>	The Tdap is considered valid for 10 years. Updated documentation will be required if this expires while enrolled in courses.
4	<b>Flu Shot</b>	Documentation of flu shots should be uploaded during the flu season and must be renewed every 12 months while enrolled in courses.
5	<b>Health Insurance Waiver</b>	Submit an updated waiver <b>every semester</b> to <a href="#">AHP</a> confirming coverage. If student has new coverage, student will submit a new waiver. Get more information at <a href="#">OUHSC Student Affairs</a> .

## 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	<b>Background Check</b>	Must be renewed every 12 months while enrolled in courses. See instruction sheet from Certiphi. <a href="https://applicationstation.certiphi.com/">https://applicationstation.certiphi.com/</a>
2	<b>Drug Screen</b>	Must be renewed every 12 months while enrolled in courses. See CRG form on <a href="#">Annual Certification</a> . *Tulsa students see Dianne Estes for details. *Lawton students see Melinda Smith.
3	<b>HIPAA Training</b>	Must be renewed every 12 months while enrolled in courses. <a href="http://ouhsc.edu/hipaa/">http://ouhsc.edu/hipaa/</a>

- 4 **EHSO Training** Must be renewed every 12 months while enrolled in courses.  
[https://www.ouhsc.edu/login.aspx?ReturnUrl=%2fehso%2ftraining%2fnew\\_logon.asp](https://www.ouhsc.edu/login.aspx?ReturnUrl=%2fehso%2ftraining%2fnew_logon.asp)

### Uploading Documentation to Student Self-Service

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



### Student Center To-Do List

- Check holds and your “To-Do List” section.
- Enter certification dates
- Upload required documents
  - PDF, JPEG file type okay
- Multiple attachments allowed in the “Immunization” and “Enrollment” sections.  
 No Hold is generated for this To-Do.

