### 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- Angela-Thomas@ouhsc.edu
Tulsa- Dianne-Estes@ouhsc.edu

### Certifications to Upload to Student Self-Service

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<thead>
<tr>
<th>Item</th>
<th>Certification</th>
<th>Instructions</th>
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| 1    | Tuberculosis Skin Test (PPD Mantoux) | **Negative PPD Instructions**<br>Must be renewed every 12 months while enrolled in courses.  
**Positive PPD Instructions**<br>Must submit annual clearance for public contact every 12 months while enrolled in courses. |
| 2    | Cardiopulmonary Resuscitation (CPR) | Accepted renewal courses:  
(1) American Heart Association “Basic Life Support for Healthcare Provider” or  
(2) ACLS Certification  
Submit a copy of the front and back of the card. *American Red Cross CPR Training is not accepted.*
Traditional and Accelerated BSN students: CPR training is only considered valid for 12 months from date of issuance and must be renewed accordingly.
All other programs: Please renew every 24 months. |
| 3    | Tetanus, Diphtheria, & Pertussis (Tdap) | The Tdap is considered valid for 10 years. Updated documentation will be required if this expires while enrolled in courses. |
| 4    | Flu Shot | Documentation of flu shots should be uploaded during the flu season and must be renewed every 12 months while enrolled in courses. |
| 5    | Health Insurance Waiver | 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. |

### 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.

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| 1    | Background Check | Must be renewed every 12 months while enrolled in courses. See instruction sheet from Certiphi.  
[https://applicationstation.certiphi.com/](https://applicationstation.certiphi.com/) |
| 2    | Drug Screen | Must be renewed every 12 months while enrolled in courses. See CRG form on [Annual Certification](http://ouhsc.edu/annualexam/).  
*Tulsa students see Dianne Estes for details. *Lawton students see Melinda Smith. |
| 3    | HIPAA Training | Must be renewed every 12 months while enrolled in courses. [http://ouhsc.edu/hipaa/](http://ouhsc.edu/hipaa/) |
EHSO Training  Must be renewed every 12 months while enrolled in courses.  

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

- 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.