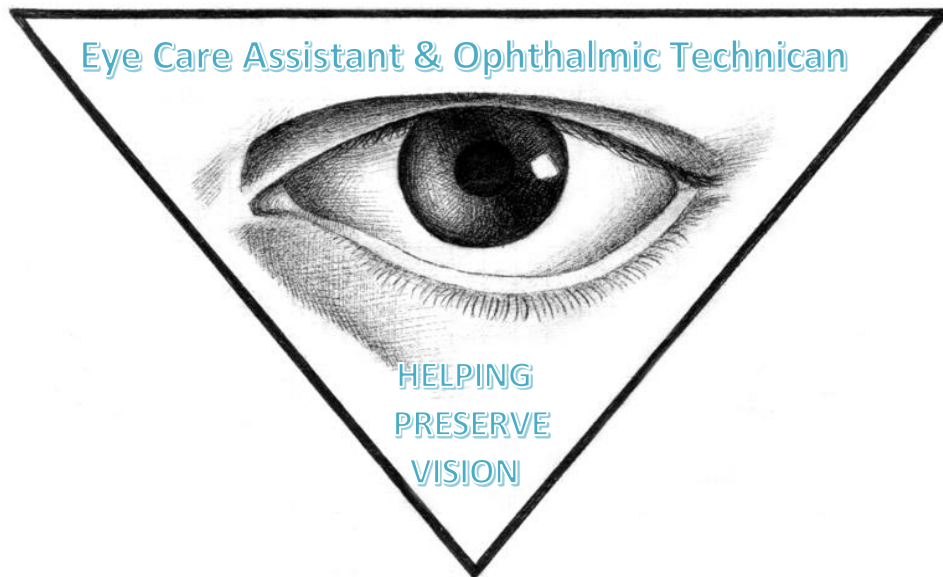


# COLLEGE OF DUPAGE

## Eye Care Assistant Certificate Program & Ophthalmic Technician Degree Program

FALL 2022



**Registration Deadline Date:**

**Friday, August 19, 2022 by 5pm or until course fills**

**Registration is on a first-come, first serve basis.**

**Attend a mandatory advising session by reviewing the following [PDF](#).**

**Note:** Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

COLLEGE OF DUPAGE  
Nursing and Health Sciences Division  
425 Fawell Blvd.  
Glen Ellyn, IL. 60137-6599  
[www.cod.edu](http://www.cod.edu)  
(630) 942-8331

Dear Applicant:

Thank you for your interest in the Eye Care Assistant Certificate and Ophthalmic Degree Program at College of DuPage. This packet of information has been developed to provide you with a complete overview of our programs, including the process for registration.

We have made every effort to make the information in this packet complete. However, should you have further questions, please contact me at (630) 942-8398 or e-mail [thomasm90@cod.edu](mailto:thomasm90@cod.edu). Thank you for your interest.

Sincerely,

**Mitzi Thomas**

Mitzi Thomas, COMT, BPS  
Instructor/Program Chair  
(630) 942-8398  
[Thomasm90@cod.edu](mailto:Thomasm90@cod.edu)

# EYE CARE ASSISTANT CERTIFICATE & OPHTHALMIC TECHNICIAN DEGREE PROGRAM

## Program Descriptions

### Eye Care Assistant Certificate

Students may earn the Eye Care Assistant Certificate at College of DuPage and gain the skills for entry-level positions as ophthalmology and optometric assistants under the supervision of licensed eye care professionals. Students who decide to pursue the Ophthalmic Technician degree program will have been introduced and completed the introductory Eye Care Assistant Program courses if they intend to move forward in the next level of competency in the Eye Care Field.

The program is approved by the Illinois Community College Board. College of DuPage is accredited by the Higher Learning Commission.

The program is accredited by International Council of Accreditation (ICA) and the only accredited *clinical ophthalmic assistant* program in IL.

Upon graduation, students can sit for the national certification exam for the Certified Ophthalmic Assistant (COA), administered by I-JCAHPO. College of DuPage is accredited by the Higher Learning Commission.

Information about a career as an Eye Care Assistant is available at: [www.jcahpo.org](http://www.jcahpo.org).

### **Accreditation Status**

The Eye Care Assistant program is a clinical ophthalmic assistant program accredited by the International Council of Accreditation (ICA) for Allied Ophthalmic Education Programs.

More information about ICA can be found on: [www.icaccreditation.org](http://www.icaccreditation.org)

Address: 2025 Woodlane Drive St. Paul, MN 55125-2998

Phone: (651) 731-7243

Fax: (651) 731-0410

Email: [ica@icaccreditation.org](mailto:ica@icaccreditation.org)

### **Ophthalmic Technician Degree**

Students earning the Ophthalmic Technician Degree at College of DuPage may continue on their career path after completing the Eye Care Assistant pre-requisite courses to gain the skills for intermediate-level positions as ophthalmology and optometric assistants under the supervision of licensed eye care professionals.

The Certified Ophthalmic Technician is the second core designation level confirming knowledge in 19 specific content areas specifically designed to test the Certified Ophthalmic Assistant or Ophthalmic Technician program graduate who intends to advance their career in the eye care field.

The program is approved by the Illinois Community College Board. The College of DuPage plans to seek accreditation through the International Council of Accreditation. Upon receiving accreditation, students are eligible to sit for the national the Certified Ophthalmic Technician (COT) certifying exam, administered by JCAHPO. College of DuPage is accredited by the Higher Learning Commission. Current students have special permission from ICA to sit for the COT exam upon graduation. College of DuPage is accredited by the Higher Learning Commission.

**Laboratory Skills, Competencies and Exams:** Both programs have mandatory competencies that must be passed prior to going to clinical rotations. If the student does not successfully pass the competencies, the student will be withdrawn from the program. Students must maintain a 2.0 GPA for all required coursework once accepted into the program.

**Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites.** Non-compliance with rules, regulations and procedures is a basis for dismissal from either program. The Health Sciences Program Standards for Professional Conduct is available upon request and will be disseminated to the students upon their acceptance into the program.

### **Career Outlook**

Eye care assistants and ophthalmic technicians are vital members of the eye care team. Demand and employment opportunities for certified assistants and technicians have been increasing due to the greater need of provision of eye care health. These roles prepare students to work in entry-level eye care settings. Eye care assistants work under the direction of an optometrist or ophthalmologist. They can work in various clinical settings including private, group and hospital ophthalmology departments. The individual will help the ophthalmologist or optometrist with diagnostic and treatment oriented procedures.

**Information about a career as an Eye Care Assistant or Ophthalmic Technician is available at:**

[www.jcahpo.org](http://www.jcahpo.org).

### **Mission Statement of the Programs**

- To help create professionals who are trained to preserve eye health by being a vital team member of the growing and in demand eye care field.
- To demonstrate reliability, self-discipline, cooperativeness, and professional deportment and demeanor in all activities related to eye care.
- To help students in developing life skills of critical thinking, effective communication, professional behaviors, as well as demonstrate safe & ethical practices.
- Provide curriculum that is built around the ICA accreditation standards as well as enriching learning experiences for the students.
- Helping create professionals who are trained to preserve eye health by being a vital team member of the growing and in demand eye care field.
- To provide a hybrid learning structure for students to earn an Associate of Applied Science degree, which will prepare graduates to take the certification exam and to meet the needs of the community.
- To collaborate with student support services to market the profession of eye care and ophthalmology, and advise potential program applicants, orient ECA Program and Ophthalmic Technician students to COD services and provide special academic assistance where necessary.

### **Goals of the Programs**

Upon completion of the Eye Care Assistant & Ophthalmic Tech Programs, the graduate should be able to:

- Demonstrate and be skilled in diagnostic testing as required by the standards and guidelines of JCAHPO and International Council of Accreditation (ICA).
- Assist the ophthalmologist & optometrist by performing delegable tasks.
- Collect data, administer treatment, assist in ophthalmic surgical procedures, and supervise patients in a safe and effective manner deemed appropriate according to the training level and may be delegated by a supervising ophthalmologist as applicable by law.
- Become skilled professionals, qualified by didactic and clinical ophthalmic training, who perform ophthalmic procedures under the direction or supervision of a licensed ophthalmologist who is responsible for the performance of the ophthalmic medical technician.
- Render supportive services to the ophthalmologist, optometrist and management.
- Assist the physician by collecting data necessary to reach those decisions and by transmitting and executing the ophthalmologist's instructions.
- Have knowledge, problem-solving skills, psychomotor, behavioral, and clinical competencies as well as demonstrate clinical thinking.
- Skillfully and accurately perform the clinical diagnostic tests and patient services in conformation with the didactic curriculum.
- Relate tactfully and sympathetically to patients as adapt to patient's needs.

- Demonstrate proficiency in both written and spoken communication skills with patients, families and staff.
- Demonstrate the ability to contribute to the profession and community.

## **Policies and Procedures**

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

## **Standard Skills in Health Career Programs**

To participate in any Health Career program at College of DuPage that has a direct patient care or clinical education component, applicants must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills, which protect the health and well-being of patients, may include but are not limited to the ability to the below list. Please refer to the [Health Science Program Essential Functions](#).

In the Eye Care Assistant profession, you may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids, and infectious diseases. Students who do not meet these standards may be considered ineligible for a program and can be withdrawn from all program classes. If you are unsure whether you can meet these requirements, you are advised to consult an adviser, counselor or member of the program faculty to discuss the situation, and/or schedule an appointment with your physician prior to applying to the program or enrolling for classes.

## **Statement on Clinical Education**

### **Eye Care Assistant**

Students should complete a minimum of 480 hours of full-time ophthalmologist and certified technician supervised clinical experience. This requirement is based on the requirements that the Joint Commission of Allied Health Personnel in Ophthalmology (JCAHPO) requires. JCAHPO requires that students complete these clinical requirements prior to being able to apply for the COA (Certified Ophthalmic Assistant) Certification.

60 clinical days must be obtained by the end of the 1-year certificate program. To fulfill these requirements, students will be scheduled:

Semester 1 - 1 day weekly

Semester 2 & 3 - 2 days weekly

Specific schedules will be provided 1st week of class

Clinical site placement will be determined by the program instructor. The program instructor will place the student in clinical rotations based on clinical site availability for each term. Individual clinical site requirement(s) will need to be met before student can begin rotations at the site.

Special circumstance of waiving a portion of the clinical component may be available to students who are currently employed by an Ophthalmologist. A letter from the employer/ophthalmologist that demonstrates work experience and skills, as well as the competency of skills to program coordinator will be needed to be considered in this special circumstance. If you feel you fit under this category, please set up an individual meeting with the program coordinator to discuss the process.

### **Ophthalmic Technician**

Students should complete a minimum of 960 hours of full-time ophthalmologist and certified technician supervised clinical experience. This requirement is based on the requirements that the Joint Commission of Allied Health Personnel in Ophthalmology (JCAHPO) requires. JCAHPO requires that students complete these clinical requirements prior to being able to apply for the COT (Certified Ophthalmic Technician) Certification.

120 clinical days must be obtained by the end of the 2-year Associate's Degree program. To fulfill these requirements, students will be scheduled between 2 to 3 days at clinical sites per week.

Special circumstance of waiving a portion of the clinical component may be available to students who are currently employed by an Ophthalmologist. A letter from the employer/ophthalmologist that demonstrates work experience and skills, as well as the competency of skills to program coordinator will be needed to be considered in this special circumstance. If you feel you fit under this category, please set up an individual meeting with the program coordinator to discuss the process.

### **Clinical Affiliates **\*\*sites subject to change\*\*****

- Advanced Eye Care
- Dr. Cepynsky
- Dr. Gaurav Singh
- DuPage Medical Group
- Geneva Eye Care
- Glen Ellyn Ophthalmology
- Loyola Hospital
- Naperville Eye Associates
- Retinal Vitreal Consultants
- Spectrum Eye Institute
- Suburban Associated in Ophthalmology
- University Retina
- Wheaton Eye Clinic
- Windy City Retina

### **Eye Care Assistant Estimate of Program Cost**

Please visit the [Program Costs webpage](#) for estimated cost.

### **Ophthalmic Technician Estimate of Program Cost**

Please visit the [Program Costs webpage](#) for estimated cost.

### **Licensure/Credentialing**

Students can sit for the national certifying exam, the Certified Ophthalmic Assistant (COA) or the Certified Ophthalmic Technician (COT), administered by JCAHPO.

## Eye Care Assistant Pre-requisite Courses

(Must be completed by the end of Summer 2022 semester)

*Pre-Requisite Required Classes: Must be no more than 5 years' old and have earned a "C" or higher*

A&P 1500	Survey of Human Anatomy & Physiology	4 credit hours	<b>OR</b>
A&P 1551 or 71	Human Anatomy & Physiology I	4 credit hours	<b>AND</b>
A&P 1552 or 72	Human Anatomy & Physiology II	4 credit hours	

*(This will count as the Physical and Life Science requirement for the A.A.S. degree.)*

HLTHS 1110	Biomedical Terminology	3 credit hours
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*(This will count as the Global/Multicultural Studies or Contemporary Life Skills requirement for the A.A.S. degree.)*

**Total: 7-11 credit hours**

## Eye Care Assistant Program Sequence

~~~~~  
*Eye Care Assistant Program Classes: Fall 2022 Semester*

|          |                                    |                |
|----------|------------------------------------|----------------|
| EYE 1101 | Principles of Eye Care Assistant I | 8 credit hours |
|----------|------------------------------------|----------------|

**Total: 8 credit hours**

~~~~~  
*Eye Care Assistant Program Classes: Spring 2023 Semester*

EYE 1102	Principles of Eye Care Assistant II	8 credit hours
----------	-------------------------------------	----------------

**Total: 8 credit hours**

~~~~~  
*Eye Care Assistant Program Classes: Summer 2023 Semester*

|          |                                      |                |
|----------|--------------------------------------|----------------|
| EYE 1103 | Principles of Eye Care Assistant III | 9 credit hours |
|----------|--------------------------------------|----------------|

**Total: 9 credit hours**

|            |                       |                |
|------------|-----------------------|----------------|
| SURGT 1000 | Ethics in Health Care | 4 credit hours |
|------------|-----------------------|----------------|

**29 credit hours**

\*Classes will be in a Hybrid format which includes: online instruction, face-to-face lecture/lab time and clinical rotations.

## Ophthalmic Technician Pre-requisite Courses

|            |                                      |                |
|------------|--------------------------------------|----------------|
| EYE 1101   | Principles of Eye Care Assistant I   | 8 credit hours |
| EYE 1102   | Principles of Eye Care Assistant II  | 8 credit hours |
| EYE 1103   | Principles of Eye Care Assistant III | 9 credit hours |
| SURGT 1000 | Ethics in Health Care                | 4 credit hours |

### General Education Courses Required to Graduate

**It is highly recommended that potential candidates complete as many or all of these courses prior to entrance into the program.**

Please see the following link to the Student Planning Worksheet for the Associate in Applied Science Degree for details.

[https://cod.edu/student\\_life/resources/counseling/pdf/student\\_planning/student\\_planning\\_aas\\_current.pdf](https://cod.edu/student_life/resources/counseling/pdf/student_planning/student_planning_aas_current.pdf)

#### General Education Required Categories:

|                                                                   |             |
|-------------------------------------------------------------------|-------------|
| Speech 1100, 1120 or 1150                                         | 3 credits   |
| English 1101 or 1105                                              | 3 credits   |
| Math 1100, 1102, 1120, 1428, 1431, 1635, Psych 2280 or Socio 2205 | 3-5 credits |
| Humanities and Fine Arts                                          | 3 credits   |
| Social and Behavioral Sciences                                    | 3 credits   |

## **Ophthalmic Technician Program Sequence**

|                                                                      |                           |                               |
|----------------------------------------------------------------------|---------------------------|-------------------------------|
| ~~~~~                                                                |                           |                               |
| <i><b>Ophthalmic Technician Program Classes: Fall Semester</b></i>   |                           |                               |
| OPTH 2101                                                            | Ophthalmic Technician I   | 4 credit hours                |
|                                                                      |                           | <b>Total: 4 credit hours</b>  |
| ~~~~~                                                                |                           |                               |
| <i><b>Ophthalmic Technician Program Classes: Spring Semester</b></i> |                           |                               |
| OPTH 2102                                                            | Ophthalmic Technician II  | 5 credit hours                |
| <i><b>Ophthalmic Technician Program Classes: Spring Semester</b></i> |                           |                               |
| OPTH 2103                                                            | Ophthalmic Technician III | 5 credit hours                |
|                                                                      |                           | <b>Total: 10 credit hours</b> |
| ~~~~~                                                                |                           |                               |
| <b>14 credit hours</b>                                               |                           |                               |

\*Classes will be in a Hybrid format which includes: online instruction, face-to-face lecture/lab time and clinical rotations



## Eye Care Assistant & Ophthalmic Technician Registration Requirements

The following are **REGISTRATION REQUIREMENTS** for the Eye Care Assistant & Ophthalmic Technician program. These Registration requirements are a part of your **PACKET**. Your packet must be complete in order to be considered for **REGISTRATION** and allowed to **REGISTER** for the course.

**NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.**

Use this **Registration Requirements checklist** to assure that you have everything you need to complete your packet. There is a **Registration Deadline** of **Friday, August 19, 2022 at 5pm or until course fills** for this program. Be sure all items below are completed in advance of that deadline.

- \_\_\_\_\_ 1. Attend a mandatory **Eye Care Assistant/Ophthalmic Technician [Advising Session](#)**. **It is required that an applicant attend an advising session within a 12 month period prior to the application deadline.**
- \_\_\_\_\_ 2. If you have not been admitted to College of DuPage, please complete the **non-refundable \$20 [College of DuPage General Admissions Application](#)** online. **This application is for general admissions to College of DuPage only.**
- \_\_\_\_\_ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
  - a. Submit your official transcript(s) to **College of DuPage, [Office of Student Records](#)**. *If College of DuPage is the only institution you have attended, you do not need to request official transcripts.*
  - b. Verify receipt of your transcript(s). Log into myACCESS account, click on ‘myACCESS for Students’, select ‘**My Profile**’. The receipt status of your transcript will be listed under ‘**Transcript Institutions**’.

NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website <https://cod.edu/records/international-transcript-evaluation.aspx> for details.

- \_\_\_\_\_ 4. **All pre-requisite courses must be completed by the end of Summer 2022 semester with a grade of “C” or better. Classes must have been completed less than five years ago (Summer 2017 – Summer 2022).**
  - Anatomy & Physiology 1551/1571 & 1552/1572 OR A&P 1500. Note: If you choose to take the ANAT two-course sequence (1551 & 1571 OR 1572 & 1552, then both courses need to be completed by the end of the Summer 2021 semester)
  - Health Sciences 1110, Biomedical Terminology (Must be equivalent to College of DuPage course).

**NOTE: SURGT 1000: Ethics in Health Care must be completed by the end of the Eye Care Assistant program (Summer 2023)**

- \_\_\_\_\_ 5. Complete a Criminal Background Check. The College of DuPage has partnered with [CastleBranch.com](http://CastleBranch.com), a background check service that allows students to purchase their own background checks online. The results of a background check are posted to the [CastleBranch.com](http://CastleBranch.com) website in a

secure, tamper-proof environment, where the students, as well as the program coordinator can view the background check.

To order your background check, please follow the instructions below.

- a. Go to [CastleBranch.com](http://CastleBranch.com)
- b. In the **PLACE ORDER** box, enter package code: **OK53bg**
- c. Select a method of payment: Visa, MasterCard or Money Order
- d. You will receive a **Release Form** when placing your order and it will be in your CastleBranch To-Do List
  - a. Complete and return the CastleBranch Release Form by faxing to e-mailing to [expedite@castlebranch.com](mailto:expedite@castlebranch.com) or 910-343-9731

Please note, that your background check will **not** get processed until the release form is received so please return to them ASAP.

The results will be available at your e-mail in approximately 48 to 72 business hours. ***You must wait until your results are completed and the Program Specialist has received your results before you are eligible to register.***

\_\_\_\_\_ 6. Submit the completed Health Requirement Acknowledgement Form (page 11) to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)

\_\_\_\_\_ 7. Once all above steps are completed, please e-mail [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) to notify them of your interest in either the Eye Care Assistant or Ophthalmic Technician program. You will then receive instructions to register for EYE 1101.

### **To be completed by September 1<sup>st</sup>:**

All **Health Requirements**, including a chart review with *Edward Corporate Health* and drug test **must be completed by September 1<sup>st</sup>**. Please see pages 12-13 for instructions and watch the following video: <https://youtu.be/M6khaCBRj04>.

For any questions; please e-mail [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)

# College of DuPage

## Health Career Programs

### Health Requirement Acknowledgement

Part of this program is to complete health requirements prior to the first clinical rotation. Please see the [health requirement packet](#) for details. **Please do not complete these requirements until you are instructed to do so.** Along with the health requirements, you will also complete a drug test and background check.

Failure to submit the necessary paperwork, obtain the required examinations and vaccinations, and/or are obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, you may be considered ineligible for the program and can be withdrawn from the program courses in which you are registered.

I, hereby, acknowledge that:

- a. I have reviewed the [Health Requirement packet](#) for the program and understand that the program has specific requirements that must be completed during specific time periods as directed.
- b. I have reviewed and understand that enrollment and participation in the clinical component of the program is subject to the practices and requirements of the clinical site, which may necessitate additional health requirements.
- c. I understand that my failure to complete the health requirements mandated by the program and/or the clinical site may prevent either my registration into the program or continuation in the program.

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Signature

---

Date

---

Print

---

Program Name

Email to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) or return to:  
College of DuPage Nursing & Health Science Division Office, HSC 1220

# Eye Care Assistant– Fall 2022 Admits

## STEPS FOR COMPLETING Health Requirements, Medical Document Manager and Drug Test

All steps below **MUST** be completed by **9/1/22**

### 1. Health Requirements—**Begin this step as soon as possible.**

Please read the Health Requirements Packet. You have two options for completing your health requirements. You can use your **own Healthcare Provider** or choose **Edward Corporate Health (ECH)**. (You are encouraged to use your own healthcare provider so that you can use insurance. ECH does not accept insurance). The link to the Health Requirements Packet is located on the Eye Care Assistant & Ophthalmic Technician website. Go to the COD homepage and choose “Academics”/ “Programs of Study”/ “Health Sciences” / “Eye Care Assistant” or “Ophthalmic Technician” / “Health Requirement Packet”. Please also refer to <https://youtu.be/M6khaCBRj04> for detailed instructions.

**NOTE:** To those planning on receiving or have received the **COVID Vaccine BEFORE** the start of clinical, please see timing restrictions on last page. Receiving the vaccine may impact the timeframe in which you can receive the MMR, HepB, and Varicella vaccines in addition to the QuantiFERON Gold TB Blood Tests.

- **QuantiFERON TB Gold Blood Test:** Complete on **8/6/22 or later.** You must wait until 8/6/22 to complete this test
- Physical Exam – within the last year
- TDAP vaccine
- Hepatitis B Immune IGg Titer (blood test)
- Varicella Immune IGg Titer (blood test)
- MMR – Measles (Rubeola), Mumps, Rubella Immune IGg Titer (blood test)
- COVID19 Vaccine
- Flu Vaccine: The New **2022-2023 Flu Vaccine** is **DUE: October 1, 2022.**

If you have NOT yet received the current 2021-2022 flu vaccine (given last fall season), you should not be concerned. You are exempt from that particular vaccine. (If you did obtain this vaccine already, that is fine, however, you will still be required to obtain the new vaccine that will come out in July/August.) All students are **REQUIRED** to obtain the new **2022-2023 Flu Vaccine** that will come out in July/August 2022. The **Due Date** for the **2022-2023 Flu Vaccine** is **10/1/22**. You must upload proof of this vaccine by 10/1/22 in your Castle Branch account.

After you complete all the necessary health requirements by visiting your own Healthcare Provider or Edward Corporate Health from Step 1 above, you need to be officially cleared by **Edward Corporate Health** by scheduling an appointment for an in-person **Chart Review**. Follow Step 2 for details.

- ### 2. Call Edward Corporate Health **NOW** to schedule the in-person **Chart Review appointment**, choosing dates **8/6/22 through 9/1/22**. Even though you probably have not completed all of your health requirements, the goal is to reserve an appointment time now. Cost of Chart Review: \$30

The reason in which you have to wait for your Chart Review is due to the fact that the QuantiFERON TB Gold Blood Test must be done on **8/6/22 or later**. You cannot have your Chart Review until after the QuantiFERON TB Gold Test is complete. (I apologize for the quick turnaround time, however, this is the only way in which we can prevent you from having to pay for more than one test per year).

Edward Corporate Health options: (Again, call **NOW** to schedule your appointment, choosing dates 8/6/22 through 9/1/22).

1. Naperville (630) 527-7299 press #2
2. Bolingbrook (630) 527-7299 press #2
3. Addison (331) 221-0570 press #2
4. Elmhurst (331) 221-0570 press #2

3. **Medical Document Manager** - **Begin this step as soon as possible.**  
Order the following Package Code through [www.CastleBranch.com](http://www.CastleBranch.com).

Order Package Code: **OK53im**

This code allows you to order & pay for the below (\$35):

1. **Medical Document Manager** – **AFTER** you have completed your Chart Review with Edward Corporate Health, you will upload your health records. The first document you are able to upload is the Edward Clearance form, then proceed to upload all other documents. This piece needs to be completed with everything “cleared” by **9/1/22.**

**Please refer to the Health Requirements Video Link** (<https://youtu.be/M6khaCBRj04>)

4. **Drug Test** – Can begin **On 8/8/22 or later** through [www.CastleBranch.com](http://www.CastleBranch.com)

**On 8/8/22 or later**, Order Package Code: **OK53dt.**

Once you place the order & pay, please go to your “To Do List” in your Castle Branch account and print the “Chain of Custody” form. You will then need to go to the Quest Diagnostic Lab location listed on the bottom of the Chain of Custody form and take the 10-panel urine drug test. (If you take the drug test earlier than 8/8/22, you will need to re-pay and re-take the drug test.

5. **CPR Card** – Can begin this step now.  
You will need to obtain CPR Certification through the **American Heart Association (AHA) and choose ‘Basic Life Support (BLS) Providers’**. The class MUST be for ‘Healthcare Providers’. (*NOTE: If you take a CPR course that is different than the above, it will NOT be accepted and you will be asked to complete the correct course*). You will upload proof of this to your Medical Document Manager in CastleBranch.
6. **Insurance Coverage** - Can begin this step now.  
You will need to have valid insurance that covers you for the entire length of the program. You will upload a copy of your card through your Castle Branch profile (Medical Document Manager). If you need assistance obtaining insurance through the College, please visit the [Student Health Insurance](#) website.

**DUE DATE:** for all requirements above is **9/1/22**

For questions, please email [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)