

Graduate Nursing Clinical Clearance Checklist

IMPORTANT: READ BEFORE YOUR CLINICAL COURSE BEGINS

To participate in your clinical course, **all required documentation must be submitted and approved in Exxat.**

Critical Deadlines

 **Submit all requirements at least 14 days before your clinical course starts.**

 **If you are not fully cleared 7 days before the first day of clinical, you will be administratively dropped from the course.**

No reminders, extensions, or exceptions will be granted. It is your responsibility to monitor your compliance status and ensure all requirements are complete and approved before the deadline.

Student Checklist

☐ **Criminal Background Check (Annual Requirement)**

Complete your annual background check through **Universal in Exxat.**

Important:

- Only Universal background checks are accepted.
- Complete the initial background check before completing a recheck.
- Complete a recheck only when your current background check is close to expiring or has expired.
- Students who currently live in New York State or have lived there within the last 7 years must also complete a New York State background check.
- Additional New York State screenings may be required if an alert is identified during the review process.

 **Upload/complete in Exxat**

☐ **Urine Drug Screening (Annual Requirement)**

Complete your annual urine drug screen through **Universal in Exxat.**

Important:

- Only Universal drug screenings are accepted.
- Bring a valid photo ID to the testing site.
- Additional drug screenings may be required during the program.
- Any additional testing costs are the student's responsibility.

- ✓ Complete through Exxat

Need Help?

- Exxat Support: prism-support@exxat.com
 - Billing Questions: ExxatCS@universalbackground.com
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☐ CPR Certification

Maintain a current CPR certification throughout all clinical courses.

Accepted Certification Only:

- American Heart Association (AHA)
- Basic Life Support (BLS) for Healthcare Providers

✗ Online-only, Heartsaver, Red Cross, or other CPR certifications are not accepted.

- ✓ Upload current certification (front & back of card) to Exxat
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☐ Health Insurance Verification

Active health insurance coverage is required for all students participating in clinical experiences.

You must provide:

- A copy of your current insurance card or coverage verification.

If you are covered under a parent, spouse, or other family member's plan, you must also provide documentation identifying:

- The policyholder
- Covered dependents

🚨 Students without health insurance will not be permitted to attend clinical.

🚨 Missing clinical experiences due to lack of health insurance will result in failure of the course.

- ✓ Upload documentation to Exxat
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☐ Registered Nurse (RN) License

Provide documentation of your current RN license, including:

- State of licensure
- License number
- Expiration date

Accepted states include:

- Connecticut (CT)
- Delaware (DE)
- Florida (FL)
- Maryland (MD) and Washington, DC
- Massachusetts (MA)
- New Jersey (NJ)
- Pennsylvania (PA)
- Rhode Island (RI)
- Texas (TX)
- Vermont (VT)

☒ Upload license documentation to Exxat

☐ **Professional Liability Insurance**

Professional liability insurance is required throughout your program.

Nurse Practitioner Students (FNP & AGNP)

Must carry:

- Student Nurse Practitioner Malpractice Insurance
- Minimum coverage:
 - \$1,000,000 per occurrence
 - \$6,000,000 aggregate

Nursing Administration, Nursing Education, DNP, and School Nurse Students

Must carry:

- RN Professional Liability (Malpractice) Insurance
- Minimum coverage:
 - \$1,000,000 per occurrence
 - \$6,000,000 aggregate

☒ Upload insurance certificate to Exxat

Before Contacting Support

Please Remember:

- ☒ Upload complete documents only.
- ☒ Check Exxat comments and status updates before emailing support.
- ☒ Exxat may mark documents as:
 - Approved

- Pending
- Not Approved

✅ Review any comments carefully and make corrections promptly.

🕒 Please allow **48-72 hours** for Exxat to review documents and respond to questions.

Final Clearance Checklist

Before the deadline, confirm that you have:

- ☐ Background Check Approved
- ☐ New York State Background Check Approved (if applicable)
- ☐ Drug Screen Approved
- ☐ Current AHA BLS CPR Certification Uploaded and Approved
- ☐ Health Insurance Documentation Uploaded and Approved
- ☐ RN License Uploaded and Approved
- ☐ Professional Liability Insurance Uploaded and Approved
- ☐ Reviewed all Exxat comments and resolved outstanding items
- ☐ Fully cleared at least 7 days before the start of clinical

🚨 **Do not wait until the last minute. Delays in submitting documents, responding to comments, or obtaining approvals may prevent you from being cleared for clinical and could result in being dropped from your course.**