

# **PART II:**

# **CastleBranch**

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**Background Check**  
**Drug Test**  
**Immunization Records**

# Class of 2030

## Part II: CastleBranch

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### CastleBranch Compliance

ACOM has partnered with CastleBranch, one of the top 10 background check and compliance management companies in the nation, to provide you with a secure account to manage your time-sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to monitor your order status, view results, respond to alerts, and complete your requirements.

#### Required CastleBranch Submissions:

##### 1. Criminal Background Check Submission

- All students must complete a background check through CastleBranch.
- **Deadline:** April 1, 2026.

##### 2. Drug Test Submission

- Students must complete a drug screening using an approved CastleBranch laboratory.
- You will receive instructions for scheduling the test.
- **Deadline:** April 1, 2026.

##### 3. Immunization Records Submission

- Students must submit all required immunization records through CastleBranch.
- **Deadline:** April 1, 2026.

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### Order Summary & Payment Information

During the online order process, you will be prompted to enter your **Personal Identification Number (PIN)**. Your pin will be emailed to you from Audrey Bawcum.

#### Contact CastleBranch:

For Assistance with CastleBranch Submissions:

- **Customer Service:** 888-723-4263
- **Online Help:** <https://mycb.castlebranch.com/help>

#### Contact ACOM

**For General Questions or PIN Assistance:**

**Audrey M. Bawcum, M.Ed.**

Executive Director of Student and Alumni Affairs

Division of Student Services

- **Email:** [ambawcum@acom.edu](mailto:ambawcum@acom.edu)
- **Phone:** 334-944-4038

# Class of 2030

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### Medical Student Health Documentation

All incoming medical students must provide proof of immunization, tuberculosis screening, and health insurance coverage before matriculation. These records ensure compliance with ACOM policies and clinical site requirements.

#### Required Immunizations

Students must submit documentation verifying the following **required** immunizations:

- Hepatitis B Vaccine Series**
  - **OR a Positive Hepatitis B Surface Antibody Quantitative Titer**
- Measles, Mumps, and Rubella (MMR) Vaccine Series – Required**
  - **OR a Positive Measles, Mumps, and Rubella Quantitative Titer**
- Varicella (Chickenpox) Vaccine Series**
  - **OR a Positive Varicella Quantitative Titer**
  - If there is a history of Chickenpox disease, the vaccine series will not be needed.
- Tetanus/Diphtheria/Pertussis (Tdap) Vaccine**
  - Must be administered **within the last 10 years**. Td alone is **not accepted**.
- Single-Step Tuberculosis Skin Test**
  - Must be performed **within 6 months prior to matriculation**.
  - QuantiFERON Gold/T-SPOT tests will be accepted in lieu of a skin test.
  - If there is a positive result from either test, documentation of a negative chest X-ray and history of latent TB treatment must be provided.

#### Additional Information & Compliance Notes

- Influenza Vaccine (Seasonal)**
  - Students are responsible for obtaining this vaccine each fall as soon as it becomes available.
  - **Deadline:** November 1st of every year.
  - **Exemption Requests:**
    - Students requesting an exemption must have the request filed and approved before the deadline.
    - A new exemption request must be filed **each year**.
  - **Important Note:** Some core sites or clinical rotation sites may not accept exemptions for the seasonal influenza vaccine. Students should verify site-specific policies in advance.
- COVID-19 Vaccine**
  - ACOM **does not currently require** the COVID-19 vaccine.
  - However, **OMS III and OMS IV students** attending clinical rotations **must comply with clinic/hospital policies**, which may require this vaccine for participation.
- Titers & Immunity Verification**
  - If any titer result is **negative**, students must consult their healthcare provider for **recommendations on achieving immunity**.
  - If immunity **cannot be achieved**, students must obtain a letter from their physician explaining the medical reason.
  - **All titers must be quantitative**, meaning they must:
    - Show **numerical values** rather than a simple positive/negative result.
    - Include **reference ranges** for proper interpretation.

For any questions regarding immunizations contact Victoria Allen, LPN at [vallen@acom.edu](mailto:vallen@acom.edu) or (334) 305-1036.

*The next page will provide step-by-step instructions on how to complete your order.*



## Welcome to myCB!

After creating your account and placing your initial order, you will be prompted to access your secure myCB account. From within myCB, you will be able to:

- ✓ View your order results.
- ✓ Manage requirements specific to your programs.
- ✓ Complete tasks as directed to meet your deadlines.
- ✓ Upload and store important documents and records.
- ✓ Place additional orders as needed.



To create an account, go to [mycb2.castlebranch.com](http://mycb2.castlebranch.com). Click “**Sign Up**” and follow the prompts to enter your personal information.

**1**

**2**

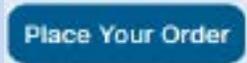
After you have created your account, you will receive a verification code via email at the address used during account creation. Retrieve the code from your email, enter it into the field provided, and select “**Verify Account.**”



**3**



Following the verification of your account, sign in using your verified credentials. At the top of your account, select “**Place Order**” to begin the order process using the package code below.



During order placement, you will be asked to verify your personal information provided during account setup and provide additional information as needed to complete applicable searches on your specific order. This may include a **Personal Identification Number (PIN)** provided by your school.

 **Package Code: AY65** 

**IMPORTANT!** Your order will be processed with the information provided during the setup and order process. Review **ALL** personal information and make any applicable changes before submitting to avoid delays, incomplete reports or the potential for additional orders.



You can **respond to active alerts or To-Do list items** now or return later by logging into myCB. You will receive alerts if information is needed to process your order.

Access myCB at any time to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.

**The myCB Support Desk is available to assist you via phone (888.228.2268),**  
Monday – Thursday 8 AM – 8 PM EST & Friday 8 AM – 6:30 PM EST  
**Submit an Email ([userexperience@castlebranch.com](mailto:userexperience@castlebranch.com)) or Online Support Inquiry 24 hours a day**