



Collin College Health Professions CNA Clinical Checklist

Complio (<http://collincompliance.com/index.html>)

Collin College Health Professions Vaccination Tracker and Background Check.

Please read all instructions before creating your Complio tracker account.

Complio/American DataBank is a third-party vendor. Payments made to Complio/American Databank are Non-Refundable.

- Click on “New Users” to create an account. Please create your account with a *personal email* and not a school email due to possible security restrictions on your school account. Be sure to use your *legal name* and double-check all entries for accuracy. You will be sent an email to verify and activate your account.
 - You will not have access to Complio until this step is complete.
- When creating your order, you will choose:
 - Concentration: Health Professions – Dual Credit
 - Program: Princeton ISD
- Load Packages: Please ensure that you select both the immunization tracker and the background check options.
 - Collin College Tracking Package- 12 Months (\$30.00)
 - ★ Student Background Check will be completed through Princeton ISD.

Required Documents **(DUE 10/1/2025)**

- ☐ Measles, Mumps & Rubella (MMR) - Immunization record of completed 2-dose series or positive blood titer results. (Blood titer results must be quantitative with a reference range and must include results for Measles, Mumps, and Rubella)
- ☐ Varicella (Chicken Pox) - Immunization record of completed 2-dose series or a positive blood titer result; documentation verifying the history of Varicella (Chicken Pox) is not accepted. (Blood titer result must be quantitative with a reference range)
- ☐ Hepatitis B - Immunization record of completed 3-dose series or a positive/reactive blood titer result. (Please be aware that if you do not have a completed 3-dose series or receive a negative blood titer result, this vaccine can take up to 7 months to complete.)
- ☐ Tuberculosis (TB) Screening (expires every 12 months, must remain valid throughout the clinical course, please wait to complete your TB screening after 5/15/2025 for the 2025-2026 school year.) Negative Results must be submitted for 1 of the following: Tuberculin PPD skin test, QuantiFERON Gold TB blood test, T-Spot TB blood test, or Chest X-ray
- ☐ Tetanus, Diphtheria, and Pertussis (Tdap) dated within ten years and must remain valid throughout the clinical course.
- ☐ CPR Certification – Valid American Heart Association Basic Life Support (BLS) Provider CPR Certification Card.
 - No other CPR certifications will be accepted.
- ☐ Influenza (Flu) Vaccine - Completed annually (Current Flu Season) or signed documentation from your Medical Physician for exemption. *Please be aware that this requirement will be listed under the “optional” category from 5/1 - 8/30, as this period is not during an active flu season window. It will be an active requirement 9/1 - 4/30 each year. The 2025-2026 Flu vaccine will be due by 10/1/2025 for all students.

- ☐ Medical Insurance Coverage Verification
 - Front and back of the health insurance card.
 - *If the student's name is not present on the insurance card, a proof of coverage or letter of verification from your insurance provider must also be submitted. This letter must include the policy # and the policyholder's name, and list the student's name as a covered member.*
- ☐ COVID-19 Vaccination (Please note: Submitting documentation of receiving the COVID-19 vaccine is not required. However, we request that this question be answered to provide our clinical partners with accurate information when requested. Being unvaccinated will not affect your clinical placement.)
 - If you are not vaccinated, please complete the COVID-19 declination option by selecting the most accurate choice.
 - If vaccinated, please upload your immunization record for each dose.
- ☐ Student documents: All clinical students must review and complete (initial and/or sign) six total documents in Complio. These documents are fillable PDFs and are located within the field under "Complete Form" after selecting "Enter Requirements" next to the designated form.
 - Student Handbook Attestation (The full Health Professions Student Handbook link is located within the requirement, above the "Document" selection field in a light yellow box. The link is titled "Student Handbook.")
 - Health Professions Program Classroom Conduct Agreement
 - Health Professions Clinical Program Acknowledgements of Responsibility
 - Collin College Program Student Consent Form and Release (*If the student is under 18, Parent/Guardian must sign this form in Complio*)
 - Broadcast and Photo Release Form (*If the student is under 18, Parent/Guardian must sign this form in Complio*)
 - Vaccine Notice and Acknowledgement

Complio offers a video tutorial library to assist you with uploading your documents.

How to Upload a Document to Complio = [VIDEO](#)

Tips: When saving your documents on your computer, name the files according to what the file is. (Ex. Immunization Record.pdf). Do not crop or highlight your immunization record. You do not need to upload the document in the Complio tracker more than once. You simply attach the same file to each of the appropriate requirements. The student's name must be visible on all documents to be approved for compliance.

★ **Urine Drug Screen - This cost is paid for by your school.**

★ **Scrubs - Information will be provided separately by your school.**

Complio Tips:

Red X: Not completed/Not compliant/Rejected/Expired

Yellow !: Pending review

Green ✓: Compliant

Complio provides clear communication regarding compliance. Please review your email correspondences closely to ensure you have met all requirements.

For questions regarding your Complio Compliance, students may email healthprofessions@collin.edu from their collin.edu email address for assistance. Please include your CWID, name, and school district for identification.

****If you have questions about -passwords or concerns with your account, please contact Complio directly at 1-800-200-0853 between the hours of 8:00 am – 6:00 pm (MT) Monday – Friday. ****