Doctor of Nursing Practice Admission Process

If you have applied to the Doctor of Nursing Practice program offered by the Andrews University Department of Nursing and would like to submit your background check and drug test you have come to the right place.

Now that we have received your transcripts and recommendations we need to receive a background check and drug test. This is a standard requirement for nursing professionals and it is important that all Andrews graduate nursing students complete this checkpoint as they prepare for clinical practice.

To make this process as convenient, secure, and safe as possible the Department of Nursing has partnered with Certified Profile. During the order placement you will be asked personal identifying information needed for security and compliance purposes. Supplying accurate and comprehensive information is important to the speed at which your order is completed. The fee for your background check and drug test is $78 paid to Certified Profile.

STEP 1: Go to Castle Branch at **http://portal.castlebranch.com/NS39**
1. Click on Place Order (Big Red Button).
2. Click Please Select, then Student Screening.
3. Choose option NS40bgdt: Background Check-Drug Test.
4. Read Order Instructions and check 'I have read this information,' and Click to Continue (do twice).
5. Complete all needed information on Certified Profile/myCB to place your order.
   If questions, concerns, or need help, please contact myCB at their direct line to the service desk at **888-723-4263**
6. The email address you enter will be your username. Please remember the email and password that you entered in case you need to pause and to login for future use.
7. After setting up your account, please check your email to complete the login, background check, and drug test.
8. Once you are notified that both requirements are clear, please contact Department of Nursing to receive the code to order and complete your Medical Document Management portion.
   Nursing Office (269) 471-3312/toll free 800-877-2863 or nursing@andrews.edu

STEP 2: Go to myCB at **https://mycb.castlebranch.com**
1. Login into your account
2. Click on Place Order (White Tab in top right corner above Certified Profile/myCB logo).
3. Enter Package Code given by Department of Nursing and submit. Complete all needed information that follows.
4. To-Do Lists. Only complete items 1 through 10 (11-13 is for Undergraduate).
   Please contact myCB at their direct line to the service desk at **888-723-4263**, if you have questions, concerns, or need help.