

Saddleback College
Human Services Externship
Program
Fall 2024

Important Dates:

Requirement Due Date- Thursday, July 11th!

If not **ALL** requirements are turned in by the 11th, you **MUST** attend the **Clinical Compliance Day - Thursday, August 8th**

Continue to check the website for updated dates.

Student Externship Requirements:

- **Obtain a Program Verification Clearance Letter** (provided once **all** health requirements have been submitted and cleared through the Student Health Center- ***Not the HS department.***)
 - Schedule an appointment with the [Student Health Center](#) to determine specific enrollment requirements.
 - Continue with the Student Health Center for all necessary health requirements or schedule with your personal physician if desired.
 - Set up Student Health Care appointment to submit all required paperwork and receive program clearance.

- **Create a Castlebranch Account:**
 - Visit [Castlebranch](#) website.
 - Use package code **"DN77im"** to place an order.
 - Verify payment of \$38.00 and a \$1.88 service fee. Make sure to enter correct program code.

- Complete your personal information and create a password.
 - Confirm your name and review your order.
 - Log into MyCB.
 - Upload and complete 5 requirements:
 - Tuberculosis Test
 - COVID Vaccination Documentation or declination.
 - Program Clearance (Received from Student Health Center)
 - Professional Liability Insurance ([HPSO](#), \$28) - Get a quote, select “student,” fill out your name and email, receive a quote via email, and proceed to checkout.
 - FERPA release form (required form available from Program Specialist, Sarah Stevenson, HS 235 and attached to this email).
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- **Malpractice Insurance** ([HPSO](#)) - Policy amount must be \$1-\$5 Million.

 - **Saddleback College Student ID card** - A name badge (student ID) is required to be worn each day of your externship. This must be from Saddleback College (not IVC). Contact scadmissions@saddleback.edu or call (949)-582-4555

 - **Saddleback.edu email address** (change school of record if originally enrolled at IVC; Only use Saddleback College email address).

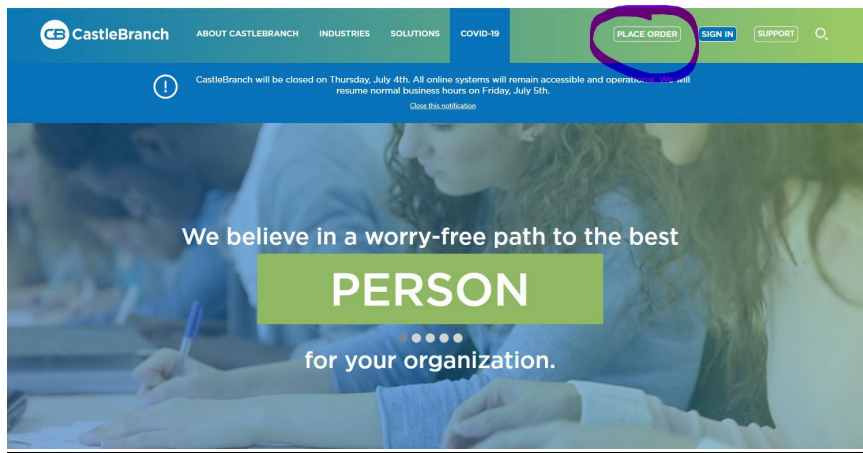
 - **FERPA Release Form**
 - Attached to this email. Sign and upload to your Castlebranch account

If any of the items above are incomplete, students will NOT be permitted to enroll in HS110 and externship will be delayed until next year.

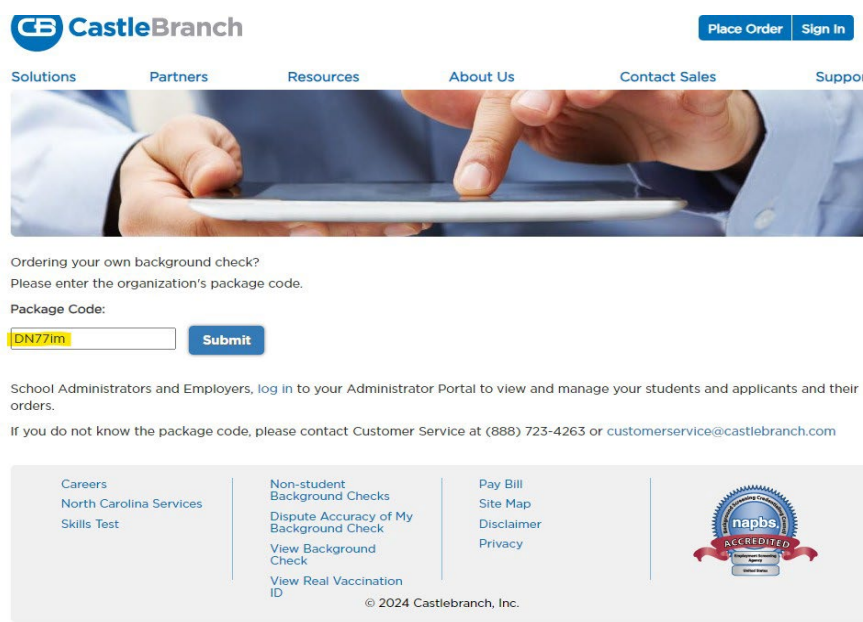
*****MAKE COPIES OF ALL DOCUMENTS*****

Castlebranch Account

1. CastleBranch.com
2. Click "Place Order"
3. Enter package code "DN77im"
4. Agree to Terms and Conditions
5. Enter Personal Information and click "next"
6. Create Username and Password and click "create account"
7. From here, you will follow prompts for steps 3 through 8



The screenshot shows the top navigation bar of the CastleBranch website. The 'PLACE ORDER' button is circled in purple. Below the navigation bar is a blue banner with a white exclamation mark icon and text: 'CastleBranch will be closed on Thursday, July 4th. All online systems will remain accessible and operational. We will resume normal business hours on Friday, July 5th. [Click this notification](#)'. Below the banner is a large image of a person writing at a desk with the text: 'We believe in a worry-free path to the best PERSON for your organization.'



The screenshot shows the 'Ordering your own background check?' section. The 'Package Code' field contains 'DN77im' and the 'Submit' button is highlighted. Below the form, there is a note for School Administrators and Employers to log in to their Administrator Portal, and a contact information for Customer Service. At the bottom, there is a footer with links for Careers, Non-student Background Checks, Pay Bill, Site Map, Disclaimer, Privacy, and a NAPBS Accredited logo.


Ordering your own background check?
Please enter the organization's package code.
Package Code:

School Administrators and Employers, log in to your Administrator Portal to view and manage your students and applicants and their orders.
If you do not know the package code, please contact Customer Service at (888) 723-4263 or customerservice@castlebranch.com

Careers
North Carolina Services
Skills Test

Non-student Background Checks
Dispute Accuracy of My Background Check
View Background Check
View Real Vaccination ID

Pay Bill
Site Map
Disclaimer
Privacy


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WE'RE HERE FOR YOU!

We know your schedule is packed and your time is **valuable**, so we offer several ways for you to **get in touch with us**.



FAQ VIDEOS/PDFs

Our **video FAQ library** covers a range of topics designed to pinpoint students' most frequently asked questions. Each video is a 30-second snippet, quickly giving you the information you need. The most frequently watched videos sort to the top of the list, making them easy to find.

Not a fan of videos? Instead you can read our FAQs in a written format.

SUBMIT SUPPORT INQUIRY

You can log into your **myCB** account to submit an inquiry. Log into your **myCB** account and select "**Need Help**" in the upper right corner, then choose "**Submit Support Inquiry**" from the drop-down menu. Our student help desk will reply within two days, including on Sundays. *(Yes, we're here on Sundays, too!)*



EMAIL

Email our student help desk at studentservices@castlebranch.com. We'll respond within two business days, including Sundays.



LIVE CHAT

From **8 a.m. to 3:45 p.m. ET, Monday through Friday**, our student help desk experts are available through live online chat.



CALLBACK

When you reach our **student help phone line**, you have the option to leave your phone number, entering it into a call-back queue. One of our help desk experts will call you back before the end of the day. No need to wait on hold.

Malpractice Insurance

[HPSO](#)

HPSO [Get a Quote](#) [View More Resources](#)

Looking for insurance that meets your needs as a healthcare professional or practice owner?

Let's get you moving in the right direction.

[Need a quote?](#) [Renewing a policy?](#) [Learning more?](#)

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Need coverage?
Getting a quote is as easy as 1-2-3

Tell us who you are, answer a few questions, and get a quote in as little as 5 minutes.

Individual Practitioners <small>(Not a business owner, incorporated, LLC, or DBA)</small> Get started →	Businesses or Practices <small>(Includes business owners, incorporated individuals and LLCs)</small> Get started →	Students or Recent Graduates <small>(In school, or graduated in the past year) Up to a 60% discount!</small> Get started →	Schools <small>(Educational institutions for allied healthcare students)</small> Get started Get Help
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Physicians and Surgeons click here.

HPSO Powered by coverwallet

Your Personal Advisor
Hours of service: 8am-6pm EST
(833) 247-6181
[Call](#) [Email](#)

Application 0% completed

- Getting started
- Professional Information
- Contact information

Let's start your quote
We'll make this quick

[Save and Continue](#)

I am a ... Professional Student Retired

What is your state of residence?

What is your main area of study?

Additional license/certification or active student? Profession Area of Study None

[Save and Continue](#)

HPSO
Powered by coverwallet

Your Personal Advisor
Hours of service: 8am-6pm EST
(833) 247-6181

Call Email

Application 67% completed

- Getting started
- Professional Information
- Contact information

Last step for your quote

With this information, we will be able to generate your quote

« Back **See my quote**

First Name: Sarah

Last Name: Stevenson

Email: sstevenson@saddleback.edu
We'll also email your quote to this address

By checking this box you agree to the Privacy Statement and to the Terms and Conditions

« Back **See my quote**

Feedback

HPSO
Powered by coverwallet

Your Personal Advisor
Hours of service: 8am-6pm EST
(833) 247-6181

Call Email

Your Online Checkout

Your Professional Liability Quote - Occurrence

Full Payment: **\$28⁰⁰**
Per year

\$1,000,000
Liability Limit (Per Occurrence)

\$5,000,000
Liability Limit (Aggregate)

Jun 6, 2024 [Modify date](#)
Policy Start Date

Provided by **CNA**

Proceed to Checkout »

Taxes not included.

Clinical Compliance Day

If not **ALL** requirements are turned in by the 11th, you **MUST** attend the **Clinical Compliance Day - Thursday, August 8th**

Room HS 105

Bring all your paperwork!!!

If you plan on attending Compliance Day, please closely review this information:

We expect Compliance Day to be from 8:30am to 12:00pm. We ask that you come to the Health Sciences building, room 105 at 8:30 am. Attached to this email is a map of campus. You can park in student parking (lots 5, 5A, 9, and 10 are closest to the health sciences building). If you do not have a parking pass, you can purchase a day pass at the kiosk in lots 5A, 9, and 10.

For your online forms, please bring:

- ⊙ Your Saddleback or IVC login
- ⊙ Your CastleBranch login
- ⊙ A credit or debit card to purchase your professional liability insurance (if not already purchased)

On Thursday, the schedule for the day is as follows:

8:30am to 9:00am- check in at room HS 105

9:00am to 12:00pm- CastleBranch documents upload

9:00am to 12:00pm- Health Center appointments as needed

****This schedule is subject to change. ****

FERPA Release Form

I, _____, consent ____ do not consent ____ to the release of my education records to Saddleback affiliates for the purpose of keeping them informed about my educational placement at the facility. I understand that education records include, but are not limited to, information about my academic standing, healthcare records, criminal background results, medical and professional insurance, directory information, and so on. I understand that any disclosures will be within the Family Education Rights and Privacy Act (FERPA) statues and District policies. I acknowledge that I may submit a subsequent notification in writing directing the College to no longer release information to any healthcare or educational affiliate, but in doing so, may impede my ability to complete the course or program.

Program

Name: Print Full Legal Name

Signature

Date

Deadlines: