

Compliance Renewal Checklist

Ensure the following items are renewed upon initial submission:

1. Washington State Background Check – 1 year renewal
2. Background Check Disclosure Form (not the same as background check) – 1 year renewal
3. UW Privacy, Confidentiality, and Information Security Agreement Form (UW PCISA Form) – 1 year renewal
4. Health Insurance– 1 year renewal
5. BLS-AHA CPR Training– 2 year renewal
6. CPNW Modules– 1 year renewal

Note: All BSN/ABSN students must have a CPNW account and complete CPNW modules.

Only required for DNP students completing a clinical rotation at a site that mandates it. Verify on your site's canvas onboarding page. If your site's page does not mention a CPNW account, it's not mandatory.

7. CPNW Clinical Passport– Quarterly renewal
8. RN license (Required for DNP students only – We are aware that RN licenses can only need renewed as early as 3 months to your expiration date. Please renew 2 weeks before your expiration date.)
9. Tuberculosis Screening– 1 year renewal
10. Tdap Vaccination– 10 year renewal
11. HEP B Vaccination (If you have not completed the HEP B series, you will follow the due dates provided to you on your Castle Branch UX64 tracker, not the compliance deadlines.)

Additional requirements may be introduced at any time by the University of Washington, Health Science Immunization Program, and affiliated clinical sites of the UW School of Nursing to uphold the highest standards of professionalism and safety.

How to check if your items need renewals

While renewal periods are specified above, please note that compliance requirements may necessitate renewals up to 3 months prior to that period due to the following:

- Clinical sites require proof of completion up to 6 weeks before the upcoming quarter/clinical rotation starts.
- Document review processes can take an additional 2 weeks, involving extensive review by both the School of Nursing (SON) and clinical sites to ensure all requirements are met.

As a result, compliance deadlines typically fall 6-8 weeks before the quarter starts. Failure to renew promptly could lead to delays or even exclusion from clinical sites, as these deadlines are strictly enforced by the clinical sites.

Please ensure timely renewal of your compliance requirements as per the deadlines provided in your quarterly reminder document and on the [SON Compliance & Clinical Onboarding website](#).

Checklist Guide

Please adhere to the following steps to ensure proper renewal of your compliance items:

All requirements mentioned must be current until the last day of each quarter which falls on the last day of final examination week. See [UW Academic Calendar](#). Renewals must then be renewed by the compliance deadlines mentioned on your quarterly reminder document and/or the [SON Compliance & Clinical Onboarding Page](#).

EXAMPLE

Quarter: Summer 2024

STEP 1: Check UW Calendar to confirm last day of final exam week.

Dates of Instruction

	AUTUMN 2023	WINTER 2024	SPRING 2024	SUMMER 2024		
				Full-term	A-term	B-term
Instruction Begins WAC 478-132-030	Sep 27, 2023	Jan 3, 2024	Mar 25, 2024	Jun 17, 2024		Jul 18, 2024
Last Day of Instruction	Dec 8, 2023	Mar 8, 2024	May 31, 2024	Aug 16, 2024	Jul 17, 2024	Aug 16, 2024
Final Examination Week	Dec 9-15, 2023	Mar 9-15, 2024	Jun 1-7, 2024	Typically the last class day of class		
Commencement			Tacoma, Jun 7 Seattle, Jun 8 Bothell, Jun 9			
Quarter Breaks	Winter Break Dec 16, 2023- Jan 2, 2024	Spring Break Mar 16-24, 2024	Summer Break Jun 9-16, 2024	Autumn Break Aug 17-Sep 24, 2024		

Renew any items expiring on or before August 15, 2024.

STEP 2: Check SON Compliance & Clinical Onboarding Page to confirm compliance renewal deadline.

2023-2024 Compliance Renewal Deadlines

Quarter	Compliance items expire before...	Renew by
Spring 2024 Start Date: March 25, 2024 End Date: June 7, 2024	June 6, 2024	Friday, February 9, 2024
Summer 2024 Start Date: June 17, 2024 End Date: August 16, 2024	August 15, 2024	Friday, May 3, 2024

STEP 3: Evaluate completion/expiration dates.

Requirement	Date Completed	Expires on...	Renewal required?
WA State Background Check – 1 year	August 15, 2023	August 15, 2024	Yes
Disclosure Form – 1 year	August 16, 2023	August 16, 2024	No
UW PCISA Form – 1 year	May 15, 2023	May 15, 2024	Yes
Health Insurance– 1 year	June 15, 2023	June 15, 2024	Yes
BLS-AHA CPR Training– 2 years	July 25, 2022	July 25, 2024	Yes
CPNW Modules– 1 year	August 15, 2023	August 15, 2024	Yes
TB– 1 year	August 13, 2023	August 13, 2024	Yes
Tdap– 10 years	August 15, 2014	August 15, 2024	Yes
HEP B - If you have not completed the HEP B series, you will follow the due dates provided to you on your Castle Branch UX64 tracker, not the compliance deadlines.			
CPNW Clinical Passport– Renewal required by every quarter’s compliance deadline.			
RN license – DNP students only. Renew 2 weeks before expiration date.			