

# VERMONT TECH NURSING

Central Region  
CVMC/Morrisville/  
Randolph Center  
124 Admin Drive  
PO Box 500  
Randolph Center, VT 05061  
802-728-1339

Northeastern Region  
Littleton-Lancaster/Lyndon/  
Newport/White River Junction  
NVU Lyndon  
1001 College Road  
Lyndonville, VT 05851  
802-626-6538

Northwestern Region  
St. Albans/Williston/  
Williston West  
101 Lawrence Place  
Williston, VT 05495  
802-879-2369

Southeastern Region  
Brattleboro/Keene  
41 Harmony Place  
Brattleboro, VT 05301  
802-257-2845

Southwestern Region  
Bennington/Middlebury/  
Rutland  
105 Union Street  
PO Box 650  
Bennington, VT 05201  
802-442-8811

Dear BSN Student,

BSN students do not need to purchase or update their Castle Branch account until the semester prior to enrollment in the VTC BSN capstone courses NUR 4130 & NUR 4410. Each of the capstone courses have preceptorship hours as part of the course requirements. Your faculty will be giving you information regarding the required hours, projects, and learning outcomes. Since you are performing precepted hours at a clinical agency, you do need to have immunizations, BLS certification, health insurance, physical exam, and criminal history documentation.

- 1) Vermont Tech partners with the Castle Branch company to collect, house, and review the clinical documentation required from our students. If you have been a Vermont Tech PN or ADN student in recent years, you likely already have an account. If that is the case, you need to call Castle Branch and ask them to **change your account tracker to VE97 (BSN program)**. You should then access your account and make sure that your requirements are up to date, including a background check within the past three years, BLS certification, and TB screening. **You should not order a new Castle Branch account if you already have one.**
- 2) **IF you only need to update your background check, please purchase Castle Branch Package VE97bg** from [https://www.castlebranch.com/online\\_submission/package\\_code.php](https://www.castlebranch.com/online_submission/package_code.php). If you have a previous Castle Branch account, you should have completed a FBI fingerprint screen...you do not need to repeat that requirement.
- 3) **IF you do not have a Castle Branch account**, you need to purchase one as part of your preparation for your preceptorship. **Please purchase the Castle Branch Package VE97** from [https://www.castlebranch.com/online\\_submission/package\\_code.php](https://www.castlebranch.com/online_submission/package_code.php). Please use the Vermont Tech Health Forms for your physical exam and immunizations.
- 4) **COVID Testing:** You need to follow the policy and procedure of the agency at which you will be attending your preceptorship.

Vermont Tech's clinical partners expect all students to be up to date with this information before starting your preceptorship. Thank you for your part in maintaining compliance with our clinical affiliates and accreditors. We apologize for any inconvenience.

*Lisa*

Lisa Fox, DNP, MS/Ed, BS, RN, CNE | Associate Dean of Nursing  
School of Nursing and Health Professions

**VERMONT TECH**

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