



# Houston Community College

## Basic and AEMT student - Requirements for Registration and Day (1) of class

(SUMMER semester) - updated 1.7.24 (no COVID shot needed)

When documents for registration are uploaded to CB email [ingrid.hence@hccs.edu](mailto:ingrid.hence@hccs.edu) immediately.

CastleBranch link: <https://portal.castlebranch.com/hf68>

Once on the site – use the guide (on our website) to set up an account then purchase the 3 items needed:

- a. Background check    b. Drug screen    c. Medical Document Manager (where to upload documents)

Document	Emailed or Uploaded in CastleBranch	Needed to Register
<b>EMS On-Line Orientation / Certificate of Completion</b> (on - hccs.edu/ems website - click on Admissions)	Email to <a href="mailto:ingrid.hence@hccs.edu">ingrid.hence@hccs.edu</a>	Yes
<b>EMS Code of Conduct – Student Signature Page</b> (on - hccs.edu/ems website - click on Admissions)	Email to <a href="mailto:ingrid.hence@hccs.edu">ingrid.hence@hccs.edu</a>	Yes
<b>Hepatitis - B Immunization</b> Completed (3) shot series  If you never had series - MUST have proof of 1 <sup>st</sup> shot to register	<u>Upload on CastleBranch site</u> Proof (3) shots or proof of (+) Titer Proof of booster if titer is (-)  Proof of (1) shot	Yes
<b>MMR Immunization</b> – (2 immunizations – or - titer) <ul style="list-style-type: none"> <li>• If you do not have shot record, get a titer</li> <li>• If titer is – negative – get a booster shot</li> </ul> Never had series - MUST have proof of 1 <sup>st</sup> shot to enroll	<u>Upload on CastleBranch site</u> Proof of (2) shots – or Proof of (+) Titer Proof of booster if titer is (-)  Proof of (1) shot	Yes
<b>Varicella Immunization</b> – (2 immunizations or titer) <ul style="list-style-type: none"> <li>• If you do not have shot record, get a titer</li> <li>• If titer is – negative – get a booster shot</li> </ul> Never had series - MUST have proof of 1 <sup>st</sup> shot to enroll	<u>Upload on CastleBranch site</u> Proof of (2) shots – or Proof of (+) Titer Proof of booster if titer is (-)  Proof of (1) shot	Yes
<b>Meningitis</b> – Need if younger than 22 years old <ul style="list-style-type: none"> <li>• If over 5 years since last shot – get a new one</li> </ul>	<u>Upload on CastleBranch site</u>	Yes
<b>Flu Shot</b> – renew yearly <b>per flu season - BASIC ONLY</b>	<u>Upload on CastleBranch site</u>	Yes
<b>Background Check</b> – some backgrounds may inhibit registration from program	<u>Must order via CastleBranch site</u>	Yes
<b>Urine Drug Screen</b> – renew yearly <b>**MUST be 10 Panel</b>	<u>Must order via CastleBranch site</u>	Yes
<b>CPR card - must be current and valid up to (1) month post-clinicals</b> AHA – BLS Provider - only card accepted If card is needed - Email: <a href="mailto:info@codecptraining.com">info@codecptraining.com</a>	<u>Upload on CastleBranch site</u>	Need Day (1) of class
<b>HS Degree / GED</b> – Need Copy of diploma or transcript	<u>Upload on CastleBranch site</u>	Need Day (1) of class
<b>HEPATITS B titer – (blood test to check for antibodies)</b> If titer comes back – negative (you DO NOT have immunity) – get a booster shot <b>immediately</b>	<u>Upload on CastleBranch site</u>	Need Day (1) of class
<b>DPT Immunization (Tetanus) -</b> <ul style="list-style-type: none"> <li>• If over 10 years since last shot – get a new one</li> </ul>	<u>Upload on CastleBranch site</u>	Need Day (1) of class
<b>TB Skin Test</b> – renew yearly	<u>Upload on CastleBranch site</u>	Need Day (1) of class
<b>Background Check</b> – If an infraction is pending, when class starts student MUST self-report the pending situation	<u>Must have full report in CastleBranch site</u>	Need Day (1) of class
<b>Physical Exam Form (2 pages)</b> <ul style="list-style-type: none"> <li>• Form found on hccs.edu/ems or in CastleBranch</li> </ul>	<u>Upload on CastleBranch site</u>	Need Day (1) of class

Once documents are uploaded into CastleBranch contact [ingrid.hence](mailto:ingrid.hence@hccs.edu) for registration information. You do NOT need to wait for CastleBranch to "clear or approve" your documents