Please visit the TJU – College of Nursing’s Complio website at http://www.jeffersonnursingcheck.com to begin the process.

Follow the prompts to create a new account. The website offers several tutorials to assist you through the process. Also, there is a “Help” resource that allows you to chat in person or via text.

**Note: Have a digital copy of your current active RN license/s and BLS & ACLS available to upload**

After you have created an account follow these steps:

1. Select School - College of Nursing
2. Select student status (new or returning)
3. Select your program (CRNA; MSN; Post MSN-to-DNP; Post BSN-to-DNP; Post MSN Certificate)
4. Select Load Package
5. Under BUNDLES
   - Select 1st radio button – Criminal Background, Drug Screen and FBI Fingerprints Package, Licensure and CPR Tracking ($119)
   - There will be an additional $5.00 fee to track your CPR and licenses for the year
   - Total fee is $124/year
6. Next page – recheck your personal information closely as an error will cause your criminal background and fingerprinting to be flagged
7. Select where/when you want your drug screen done – an email will be sent to you to obtain the card you will need for drug screening
8. Complete the FBI fingerprint disclosure statement and e-signature (they will require you to e-sign twice)
9. Complete the electronic PA Child Abuse process
10. A new screen will request you to upload a digital copy of your RN license/s and CPR. A digital copy can be obtained via your cell phone or any other digital device (iPad, etc.). Be sure the copy is clear and sufficient size to be read.
11. Pay and place your order

**Please read the following specific information:**

**A. Pennsylvania Child Abuse**

- **When completing the application provide the following answers:**
  - Purpose – Volunteer
  - Category – Other
  - Agency – Thomas Jefferson University
- **Once you have purchased the background clearance package, an email will be sent to you with the details on how to order a PA Child Abuse report. Please select the electronic process.**
It takes about 10-14 days to receive your PA Child Abuse clearance if you used the electronic process.

Upon receiving your Child Abuse results, you have 2 options:
  o Take a digital copy (smart phone, iPad, camera) of the results and send the clear digital copy to support@americandatabank.com
  o You can forward the email you received from the Pennsylvania Department of Public Welfare that contains the PDF version of your results to support@americandatabank.com

B. FBI Fingerprints
  • The FBI fingerprint results will be emailed to you. YOU CAN NOT VIEW THESE RESULTS ON YOUR SMART PHONE.
  • YOU ONLY GET (1) CHANCE TO VIEW THESE RESULTS ON A COMPUTER. PLEASE PREVIEW THE TUTORIAL ON THE COMPLIO WEBSITE ON HOW TO UPLOAD YOUR FINGERPRINT RESULTS TO YOUR COMPLIO ACCOUNT.

Some students have difficulty with the clarity of their prints. American Data Bank suggests that prior to having your finger prints rolled you should:
  • Wash your hands less frequently for two or three days before having your prints rolled
  • Put on hand lotion before having the prints rolled
  • Ask the officer/official rolling your prints to spray a ridge building or softening agent on your finger pads before they begin rolling your prints
  • If you feel your prints are in good shape but you are concerned about how the prints were physically rolled it is recommended that you go to another location for your next set. You can go to a police station or any security company that offers fingerprint rolling services. Note: the City of Philadelphia will not roll fingerprints.

C. Urine Drug Screen
  • It is best to schedule your drug screen in the morning. This is when your urine is most concentrated.
  • Avoid drinking a large volume of water or other liquids prior to the screening. This dilutes your urine and will cause the screen to be rejected.
  • If your drug screen is rejected, please contact your Associate Dean, Dr. Ksenia Zukowsky, at ksenia.zukowsky@jefferson.edu
  • You will be instructed to repeat the screening and there is fee associated with repeat screenings.

D. Uploading RN Licenses and BLS/ACLS documents
  • Take the time and view the video tutorial on the Complio website – Document Upload. This provides a step-by-step process on how to upload your RN licenses and CPR cards.
  • Since JCN will be tracking your documents, document uploads occur on the Compliance side of your Complio account.
  • You will be uploading your RN licenses and CPR cards similar to how you uploaded your medical records.