

MANDATORY PRE-MATRICULATION COMPLIANCE REQUIREMENTS

All compliance requirements listed below **MUST** be submitted by the listed due date.

Many of the following requirements need to be submitted to Complio.

Complio is a third-party web-based company that is contracted by the College of Medicine to assist with compliance management, medical student record tracking, and document storage.

CONSEQUENCES OF NOT COMPLETING THE COMPLIANCE REQUIREMENTS BY THE DUE DATE INCLUDE:

- A hold will be placed on your registration. You will not be able to attend orientation, classes, or clinical activities.
- Financial aid disbursements will be delayed.
- Students who complete the compliance requirements past the listed deadlines WILL NOT BE ALLOWED TO PARTICIPATE IN THE WHITE COAT CEREMONY.

DEADLINE: JUNE 2

TASK	TO BE COMPLETED VIA
FLORIDA RESIDENCY FORM & DOCUMENTS Upload the Florida Residency for Tuition Purposes form and supporting documents to: DOCUMENT UPLOAD PORTAL . Documents submitted after the June 2 nd deadline will be classified as “out of state,” charged tuition accordingly, and will be required to reclassify with the FAU Register after the first semester.	ONLINE
TRANSCRIPTS – Electronic copies can be forwarded to us by registering with Parchment digital credential services at https://www.parchment.com/ Hardcopy transcripts can be mailed to the following address: Florida Atlantic University Schmidt College of Medicine ATTN: Admissions Office 777 Glades Road, ME 104; RM 205B Boca Raton, FL 33431-0991	ONLINE AND MAIL

DEADLINE: JUNE 16

TASK	TO BE COMPLETED VIA
FOOD ALLERGY AND INTOLERANCE FORM Please complete the Google Form .	GOOGLE FORM

<u>WHITE COAT & NAME BADGE ORDER</u> Please complete the Google Form .	GOOGLE FORM
<u>OPEN YOUR MyFAU STUDENT ACCOUNT</u> If you already have a MyFAU account, no action is necessary. For those new to FAU and who have <u>never</u> activated their FAU account, follow these instructions: https://www.fau.edu/oit/services/pdf/activate-faunetid.pdf Spend some time becoming familiar with the various tabs and features and update your account with your current contact information. If you need help, contact the MyFAU helpdesk at http://www.fau.edu/helpdesk or call 561-297-3999. You can also contact the helpdesk at their toll-free number 866-885-8325.	ONLINE

DEADLINE: JUNE 30	
TASK	TO BE COMPLETED VIA
ADDITIONAL REQUIRED <u>IMMUNIZATION DOCUMENTS</u> FOR FAU IMMUNIZATIONS OFFICE In addition to the College of Medicine MANDATORY IMMUNIZATIONS FORM FOR FIRST YEAR (M1) FAU MEDICAL STUDENTS form on Complio, all new FAU students are also required to submit immunization paperwork to the FAU Immunization Office. To submit your immunization documentation, please follow the instructions found here . Questions about compliance and record collection can be directed to Med+Proctor . For questions about immunization holds or other FAU-related matters, please contact Student Health Services . Please Note: The College of Medicine registrar will not be able to register you for classes until the FAU Central Immunization Office receives this additional form and clears you for registration.	ONLINE
BACKGROUND CHECK- DRUG TEST- FINGERPRINTING All first year (M1) medical students are required to complete a background check, drug test, and fingerprinting. Students who do not complete these requirements will not be allowed to participate in patient-related, clinical activities, which occur during all 4 years of medical school. We have contracted with a third party, Complio, to perform and oversee the mandatory background check, drug test, and fingerprinting. Instructions on how to access the Complio website and order the background check, drug test, and fingerprinting will be sent to you by the College of Medicine. Instructions on how to complete your background check, fingerprinting and drug testing will be populated in your Complio profile after you order the appropriate package. Make sure you order the correct package: FAU Comprehensive Background Check Package with Nationwide Criminal (please note that there is an out-of-state version of the same package available for students completing this requirement outside of Florida). This package includes all three requirements, so you do not need to order a separate drug test or fingerprinting. Students are responsible for the cost of drug screens, fingerprinting, and background testing.	COMPLIO

<p>Important to Note:</p> <ul style="list-style-type: none"> • Please make sure to schedule drug test and fingerprinting appointments at least 2 weeks prior to the deadline as the results can take extra time to be reported to Complio. If you take any prescription medication that may show up on a drug test, please schedule your test even earlier, as the process to clear your results through a medical review officer takes extra time! • Please take care not to over-hydrate before taking your drug test! FAU does not accept dilute negative results, so you will be required to repeat the drug test at your own expense if your results are unusable. • Important to note: Although CBD itself does not show up on drug tests, cannabidiol (CBD) products can contain trace amounts of tetrahydrocannabinol (THC), which could result in a positive drug test. • Complio will show a green checkmark once you register to have your fingerprints taken. This does not mean that the fingerprint requirement is complete or that you do not need to get them taken! The green checkmark in Complio for fingerprinting only means that you have registered to have them taken, not that they are complete or approved. Complio does not receive the results from the FBI and Florida Department of Law (the compliance coordinator logs into FDLE and checks them individually), so registration is the only step of the process Complio is able to show. The hospitals require annual fingerprints as the results cannot be run from old sets, and they need to have current records to allow you to participate. • It is not uncommon for fingerprints to be rejected by the FBI as unclear. In these cases, fingerprints must be repeated until a clear set is received. You will be notified by the compliance coordinator if your prints are unclear. <p>Please review the FAU COM Policy on Student Criminal Background Checks and Drug Screening for further information.</p>	
<p>MANDATORY IMMUNIZATIONS FORM FOR FIRST YEAR (M1) FAU MEDICAL STUDENTS</p> <p>This form must be completed in its entirety and MUST be signed, dated and stamped by a Physician (MD, DO), ARNP or Physician Assistant. Your healthcare provider will need your vaccination history in order to fill out the form. IMPORTANT: Depending on your immunization status, you may be required to return to a healthcare practitioner for additional vaccines or titers in a series. The Physician (MD, DO), ARNP or Physician Assistant must re-sign, date and stamp next to the new requirement that was added to your form after initial signoff at the bottom of the form. Your medical provider must include their credentials with their signature.</p> <p>*Please note: FAU requires all medical students to complete a separate form for the FAU Immunization Office. Bring BOTH forms to your appointment.</p>	<p>COMPLIO</p>
<p>HEPATITIS B VACCINATION FORM FOR FIRST YEAR (M1) FAU MEDICAL STUDENTS</p> <p>3 doses of Engergix-B, Recombivax or Twinrix or 2 doses of Heplisav-B followed by a QUANTITATIVE Hepatitis B Surface Antibody (titer) are required. If your titer is negative, a 4th dose and repeat titer in 4-8 weeks will be required. If the titer is still negative, complete the remainder of the secondary series followed by another titer drawn 4-8 weeks after the last dose of the secondary series. If the Hepatitis B Surface Antibody titer is still negative after a secondary series, additional testing including Hepatitis</p>	<p>COMPLIO</p>

<p>B Surface Antigen should be performed. See: http://www.cdc.gov/mmwr/pdf/rr/rr6210.pdf for more information.</p> <p>This form must be completed, signed, and dated by a Physician (MD, DO), ARNP or Physician Assistant. Your medical provider must include their credentials with their signature.</p> <p>*Note: If your initial titer is positive, you can complete just the first page of the form and submit it to Complio. This is what is due by the stated deadline. If your initial titer is negative, complete and upload page 1, and then proceed to the testing section at the top of page 2. The additional boosters and titers are not due by the deadline as they will take extra time to complete, but you are required to complete the first booster as soon as possible after receiving a negative titer and to submit updated paperwork to Complio after each step in the process to show your progress.</p>	
<p>TB TEST (PPD) - TUBERCULOSIS SCREENING FORM FOR (M1) FAU MEDICAL STUDENTS</p> <p>Students must complete a two-step PPD skin test OR IGRA (ie Quantiferon) OR a clear chest x-ray, AND FAU TB screening form. Students MUST complete the FAU form and have it signed, dated, and stamped (or office location written in lieu of stamp) by a physician (MD, DO), ARNP, or Physician Assistant. Make a copy for your records and upload it to your Complio profile. ALL form fields must be filled out for form to be approved.</p> <p>Make sure to give yourself extra time for this requirement as it takes longer than most others and is one of the requirements students run into issues with most often. You will need to schedule a minimum of 2 appointments to complete this requirement (4 appointments are necessary for a 2-step skin test to accommodate the placement and then reading of the first step, and then the placement and reading of the second step). If your 1st PPD is positive or you have a history of a positive PPD, you will need to follow up with your physician to complete the work up, including a chest x-ray. Lab results for IGRA blood tests can take additional time, especially if there are any lab errors that require you to re-take the blood draw.</p> <p>Please note that lab results are required to be uploaded along with your 2-page COM form if you complete an IGRA blood test, and x-ray results are required to be uploaded if you complete the chest x-ray option.</p> <p>TB tests must be no less than three months old.</p>	<p>COMPLIO</p>
<p>COVID-19 VACCINATION CARD</p> <p>Students are required to complete full COVID-19 vaccination. A copy of the vaccination card must be uploaded. Both doses must be submitted at the same time for approval if applicable. If you have the COVID booster, please upload a copy. Make a copy for your records and upload it to your Complio profile.</p>	<p>COMPLIO</p>
<p>MANDATORY PHYSICAL EXAMINATION VERIFICATION FOR FIRST YEAR (M1) FAU MEDICAL STUDENTS</p> <p>Print this form and bring it with you to your mandatory physical examination. This form must be completed, dated, and signed by a Physician (MD, DO), ARNP or Physician Assistant. Please have your medical provider include their credentials with their signature. Make a copy for your records and</p>	<p>COMPLIO</p>

<p>upload it to your Complio profile. ALL form fields must be filled out for the form to be approved. Physical exams must be no less than three months old.</p>	
<p><u>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) TUTORIALS</u></p> <ol style="list-style-type: none"> 1) Click on this link: https://canvas.fau.edu/enroll/9EFMAG 2) You will be taken to the FAU login page where you will need to sign in with your FAU credentials. 3) After logging in, you will be taken to the Enroll in COM - Bloodborne Pathogens and Formaldehyde Training page. Click the “Enroll in Course” button. 4) After successfully enrolling, click the “Go to the Course” button to proceed to the course. <p>Instructions: This training/tutorial is divided into four modules. Please progress through each in order. When you complete each module, you will be taken back to the Menu page and a checkmark will appear to indicate that you have completed the module.</p> <p>You may then proceed to the next module. At various points in each module, you may be provided with Knowledge Check questions to ensure that you have understood the material. You will receive multiple attempts at each question.</p> <p>Once you have completed all four modules, you will be prompted to attempt the quiz. You will need to successfully complete the quiz and submit the completion form in order receive credit for completing the tutorial. Once you have submitted the form, take a screenshot of the page showing your completion, including the date and time, and upload to Complio.</p> <p>The correct page can be found by clicking on your Grades tab in Canvas and <u>selecting</u> the 2023/2024 course. The <u>next page</u> will show your name as well as the date and time you completed the quiz.</p> <p>SAMPLE SCREENSHOT:</p> <div data-bbox="87 1157 828 1178"> <small>Current Date</small> 2023/2024 Bloodborne Pathogens and FormaldehydeTraining: Your Name Here </div> <p>Submission Details</p> <p>Grade: <input type="text" value="100%"/></p> <hr/> <p>2023/2024 Bloodborne Pathogens and FormaldehydeTraining</p> <p><small>Your Name</small> submitted <small>Date Completed</small> at <small>Time Completed</small></p>	<p>COMPLIO</p>
<p><u>AUTHORIZATION REGARDING CRIMINAL BACKGROUND CHECKS, DRUG TESTING AND EDUCATION RECORDS FOR FIRST YEAR (M1) FAU MEDICAL STUDENTS</u></p> <p>Please complete and submit the authorization <u>form in Qualtrics</u>. (https://fau.az1.qualtrics.com/jfe/form/SV_5aulr7YvVyyJa8C)</p>	<p>QUALTRICS</p>
<p><u>HEALTH & SAFETY AGREEMENT FOR FIRST YEAR (M1) FAU MEDICAL STUDENTS</u></p> <p>Please complete and submit the agreement <u>form in Qualtrics</u>. (https://fau.az1.qualtrics.com/jfe/form/SV_3l30zWqxBD1XZtQ)</p>	<p>QUALTRICS</p>

<u>TECHNICAL STANDARDS FORM</u> Review the Schmidt College of Medicine Technical Standards for Admissions, Retention, Promotion and Graduation. Please sign online Medical Student Attestation Form (https://fau.az1.qualtrics.com/jfe/form/SV_3TNGEba1299qbae)	QUALTRICS
<u>ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK</u> You are required to review the updated Student Handbook that can be found online . Please sign the online Acknowledgement of Receipt of Student Handbook . (https://fau.az1.qualtrics.com/jfe/form/SV_8AmdrHlAdociqqy)	QUALTRICS
<u>PHOTO/VIDEO RELEASE FORM</u> You are required to complete and submit the Photo/Video Release online form . https://fau.az1.qualtrics.com/jfe/form/SV_aavVtqFGrUnSQ86	QUALTRICS
<u>M1 MEDICAL STUDENT SURVEY</u> The M2 Class has created a survey to assist in assigning each M2 to an incoming M1 for an M1-M2 Students Connect session during Orientation. Please complete the online M1 Medical Student Survey . https://fau.az1.qualtrics.com/jfe/form/SV_723zFqAXtNO0gSO	QUALTRICS
<u>DISCLOSURE OF MISDEMEANOR AND/OR FELONY ARRESTS AND/OR CONVICTIONS ATTESTATION</u> You are required to complete and submit the attestation in Qualtrics: https://fau.az1.qualtrics.com/jfe/form/SV_3qK06VEri8uQHXg	QUALTRICS
<u>BIOSKETCH</u> During Orientation Week you will meet your faculty advisors along with the students in your group. To help us get to know you, we ask that you submit a short biosketch through our BioSketch Form . Name: I was born in: My undergraduate college(s) was (were): My college major(s) was (were): Other things I'd like you to know about me: For the section "Other things I'd like you to know about me," provide a few key things you'd want someone to know the first time they meet you – such as hobbies, pets, family, previous careers, athletics, and other special interests. It can be as written as sentences (like the example) or phrases.	ONLINE

DEADLINE: JULY 7

TASK	TO BE COMPLETED VIA
HEALTH INSURANCE - WILL NOT BE AVAILABLE UNTIL JUNE 2023 You are required to have continuous health insurance while enrolled in school. If you are covered under your parents', spouse's, or have your own health insurance plan, you must submit the Annual Health Insurance Verification Form for FAU Medical Students found on Complio. In addition, you must submit a copy of your health insurance card to your Complio profile under this requirement.	COMPLIO

<p>If you are not covered under your parents', spouse's, or have your own health insurance plan, you may sign up for the FAU-sponsored Health Insurance Plan. This plan will expire one year after the date of purchase. http://www.insuranceforstudents.com/fau</p> <p>Please Note: All students must upload the Annual Health Insurance Verification Form for FAU Medical Students onto Complio. In addition, students with a personal health insurance plan must upload the front and back of their insurance card to the appropriate section of the Complio requirement. Students who purchase the school-sponsored plan from the Insurance for Students, Inc. must upload a copy of the receipt showing the student's name and policy coverage dates to the appropriate section of the Complio requirement.</p>	
<p>DISABILITY INSURANCE – WILL NOT BE AVAILABLE UNTIL JUNE 2023</p> <p>You are required to have disability insurance while enrolled in school. If you are not covered under your parents' disability insurance plan, a spouse's disability insurance plan, or your own disability insurance plan, you may sign up for the FAU-sponsored disability insurance.</p> <p>To sign-up for the disability insurance through FAU, please go to the direct link for enrollment below: http://www.insuranceforstudents.com/fau</p> <p>Please note: You will need to select 2023-2024 School Year Group Long-Term Disability. You will not receive a card for Disability Insurance. Please upload your receipt from Insurance for Students that shows your name and the policy coverage dates.</p> <p>If you are already covered under another disability insurance plan that is not the FAU-sponsored disability insurance plan, please provide proof of coverage in your Complio profile under this requirement. PLEASE NOTE: Disability insurance is separate from health insurance. Please do not upload your health insurance information for this requirement.</p>	COMPLIO
<p><u>VARK INVENTORY ONLINE SURVEY</u> – Complete in Qualtrics. https://fau.az1.qualtrics.com/jfe/form/SV_3lqQboVzkshMJgy</p>	QUALTRICS

DEADLINE: JULY 14

TASK	TO BE COMPLETED IN
<p><u>EMERGENCY CONTACT INFORMATION</u></p> <p>Please complete the Qualtrics Form. https://fau.az1.qualtrics.com/jfe/form/SV_0PTyK9Nuz0k1Sig</p>	QUALTRICS
<p>FINANCIAL AID AWARD PACKAGE</p> <p>Financial Aid Offers are made to all eligible students who have completed the 2023-2024 Free Application for Federal Student Aid (FAFSA). Please accept the Federal Student Loan funding you wish to receive no later than Friday, July 14, 2023 to ensure it is available to disburse on Tuesday, August 1, 2023. If you accept a Federal Direct Student Loan, you must complete both Entrance Loan Counseling and the Master Promissory Note at studentaid.gov before your funds can disburse. This is a one-time requirement while enrolled in the COM. If you will also borrow through the Graduate PLUS Loan Program, you will need to complete the application process each year at studentaid.gov. If you are unsure of the amount you will need, you may enter "Maximum" on loan application, and enter the amount you think you will need on the Graduate PLUS Loan Addendum Form. We certify</p>	ONLINE

the amount you indicate on the Addendum form. This way you initially borrow the amount you calculate you will need, with the ability to increase that amount later (up to your maximum eligibility). If you enter a specific amount on your application and later determine you need more, you will have to complete a new application, as we cannot certify more than the amount indicated on the application. You also want to verify that your Direct Deposit information has been entered correctly (through your My FAU account) to prevent a delay in receipt of funds for your living expenses (where applicable). Instructions to do this are found on our "[Students Accounts and Disbursements](#)" web page. If you have questions or need assistance, please contact Ms. Ellen M. Gomes, Director of Medical Student Financial Aid, at gomese@health.fau.edu or Mr. Doug Stupek, Assistant Director of Medical Student Financial Aid at dstupek@health.fau.edu.

DEADLINE: JULY 30

TASK	TO BE COMPLETED IN
HMX MODULES – Harvard Medical School HMX Modules are due prior to your first day of orientation. You will receive an email from the Office of Student Affairs with more information.	ONLINE

DEADLINE: AUGUST 4

TASK	TO BE COMPLETED IN
BLS – Basic Life Support Certification – Training is scheduled during M1 Orientation Week Students must submit their BLS CPR certification. The front and back of the card must be submitted at the same time. eCards are also acceptable. Renewal dates will be set based on the expiration of the certification. Make a copy for your records and upload it to your Complio profile. ALL form fields must be filled out for form to be approved.	COMPLIO

DEADLINE: AUGUST 11

TASK	TO BE COMPLETED IN
FAU HIPAA TRAINING – HIPAA (Health Insurance Portability and Accountability Act) training is required for medical students handling confidential medical data in accordance with HIPAA-related policies. HIPAA training is online via the Collaborative Inter-Institutional Training Initiative (CITI) site. CITI's Information Privacy and Security (IPS) materials cover the principles of data protection, focusing on the healthcare-related privacy and information security requirements of the Health Insurance Portability and Accountability Act (HIPAA). To take HIPAA training: <ul style="list-style-type: none"> Go to citiprogram.org Create a new account and select IPS as one of your courses. 	COMPLIO

- If you have an existing account, log into your existing account and add the IPS to your Learner's Menu.
- Choose the IPS course for students and teachers

Once you have completed the training, take a screenshot of the page showing your completion and upload to Complio. Alternatively, you can upload a certificate provided by CITI. Only certificates or screenshots showing your name, the title of the course, and the date of completion will be accepted.

DEADLINE: NOVEMBER 3

Mark your calendar for upcoming compliance requirements. More information will be sent in August.

TASK	TO BE COMPLETED IN
INFLUENZA VACCINATION Students must complete a flu vaccine for the current flu season. Please upload the 2023 Vaccine Form (to be sent to you by OSA closer to the due date). Students MUST complete the FAU immunizations form and have it signed, dated, and stamped (or office location written in lieu of stamp) by a physician (MD, DO), ARNP, or Physician Assistant. This requirement should <u>not</u> be completed prior to the 2023 flu season beginning in the fall of 2023. Requests for exemptions to this requirement, including medical and religious exemption requests, must be approved by the applicable affiliate hospital. Students who wish to request an exemption will need to complete the exemption application process determined by the applicable affiliate hospital to determine if such request will be granted. Make a copy for your records and upload it to your Complio profile. ALL form fields must be filled out for form to be approved.	COMPLIO
EVERFI TRAININGS More information about this requirement will be sent to you by OSA closer to the due date.	ONLINE

PLEASE NOTE! Every document submitted to Complio will go through at least two rounds of reviews. Complio completes an initial review and will either accept or reject the submission; however, the COM Compliance Coordinator will then complete a more thorough review to ensure that each document meets COM standards so that we can attest to your compliance. It is not unusual therefore, to have a document accepted initially and then rejected later in Complio. Due to this, it is important to keep an eye on your Complio tracker and email notifications so that you can edit and re-submit any rejected documents. Please also note that if your document is rejected in Complio, it is important to read the reason for the rejection and correct your document accordingly. Please do not simply upload the same document again without making the indicated changes. You should also check your document once it is uploaded to ensure that it has not shown up as blank or illegible. If you think your document was mistakenly rejected or you do not understand what you need to do to fix it after reading the instructions, please contact Jessica Gray at jlgray@health.fau.edu

It is also important to note that several requirements in Complio will require you to upload your documentation to **more than one** section of that requirement, even if it is the same form. For example, you need to upload your M1 Immunization Form for both dose 1 and dose 2 of the MMR vaccination requirement for it to be approved. If you do not upload your form to all pertinent portions of a requirement, it cannot be approved.

QUESTIONS? Contact the Office of Student Affairs at COMStudentAffairs@health.fau.edu or Jessica Gray, Medical Student Affairs Compliance Coordinator at jlgray@health.fau.edu.

OTHER REMINDERS AND ACTION ITEMS:

- Please review Academic materials prior to Orientation Week
 - [Year 1 Core Curriculum Textbooks](#)
 - [Preparation for Biochemistry](#)
- M1 Orientation begins on Monday, July 31st
ATTENDANCE IS MANDATORY – More details to follow
- Check out your [M1 Orientation Website!](#)