



CHERRY CREEK
INNOVATION CAMPUS

NOTE: Castlebranch Registration will be completed in class with your CNA Instructor. PINs are only established once the semester has begun to ensure the most accurate student rosters.

CastleBranch Background Check & Drug Screen Instructions

The criminal background check and drug screen are required for clinical placement as part of the Nurse Aide training program offered through CCIC. If you have any questions about the process, please contact Alex Sabin, CCIC Assistant Principal, at asabin@cherrycreekschools.org or (720) 554-2604 and/or CastleBranch at 1-888-914-7279.

Background Checks and Drug Screens must be completed, in order to be eligible for the clinical experience. Complete the registration steps outlined below to create your Castlebranch account and get your documentation to bring to a drug screen facility. Your results are automatically shared back with the CCIC.

Registration Steps:

Step 1: Go to <https://cccs.castlebranch.com/>

Step 2: Click on place order



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Step 3: Select **Cherry Creek Schools District** as your school

Step 4: Select C.N.A as the program and your age; (ie. I am less than 18 years of age or I am 18 years or older.)

Step 5: Agree to Terms

Step 6: Enter pin (Your CCSD Student ID #)

Step 7: Enter all personal information required: full name, DOB, SSN, address with City, State, zip code, phone number, email, etc...



Place Order:



PERSONAL INFORMATION

Legal First Name*
Legal Middle Name*
 No Middle Name
As the applicant, I certify that I do not have a legal middle name.
Alternatively, if I am placing this order on behalf of the applicant, I certify
to the best of my knowledge, that the applicant does not have a legal
middle name.
Legal Last Name*
Suffix
Phone*
Alt Phone
Email Address*
Confirm Email*
Country*
Address 1*
Address 2
City*
State*
Zip Code*

Important: The email address you provide will be used for important order communication.
Please enter your valid email address and look for an immediate confirmation email after
submitting your order. If you do not see your confirmation email please check your SPAM or
Junk folder.

Note: If you do not currently have a Social Security Number (SSN) or an ITIN Number please input 111-11-1111 in that space.

Step 8: Create an account: the username is your personal email and the password must be strong with a special character (\$@!*&)

Note: Make sure to save your username and password as you will need to return to your account multiple times.



Place Order:



CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.

*All of the form fields are required

Email Address:

This email address is your username.

*Username:

Password:

*Password: Passwords are case-sensitive and must be at least 8 characters long.

*Confirm:

[Create Account](#)



Step 9: Review/confirm all information you provided and complete any missing information

Step 10: Submit request.

Once you have completed all 10 steps above, your background check will automatically be generated. Next, you need to access your myCB account next steps.

Step 11: Read through the Next Steps and click Next.



Place Order:



ORDER CONFIRMATION

Thank you.

Your order has been submitted.

[Print Confirmation Page](#)

Next Steps:

1. Click "next" below to access your account. Select "myCB" from your home Dashboard to determine if you have additional items to complete
2. You will receive an email with your order confirmation attached.
3. Your order confirmation can also be accessed through your myCB Document Center.
4. To log into your myCB account, navigate to login.castlebranch.com where you will be prompted to enter your username and secure password. From your home dashboard, please select myCB. You can also access myCB by downloading the myCB app to your iPhone. From within your account you can take action on any pending requirements and view final results.
5. Explore myCB for the other value-add features and benefits provided to you by myCB.
6. For assistance, access the Need Help? menu within your account or [support](#).



Next

Step 12: Complete your User Profile.

User Profile

Please complete your user profile in order to continue.

1 2 3 4

FIRST NAME*

MIDDLE NAME

 No Middle Name

LAST NAME*

MAIDEN NAME

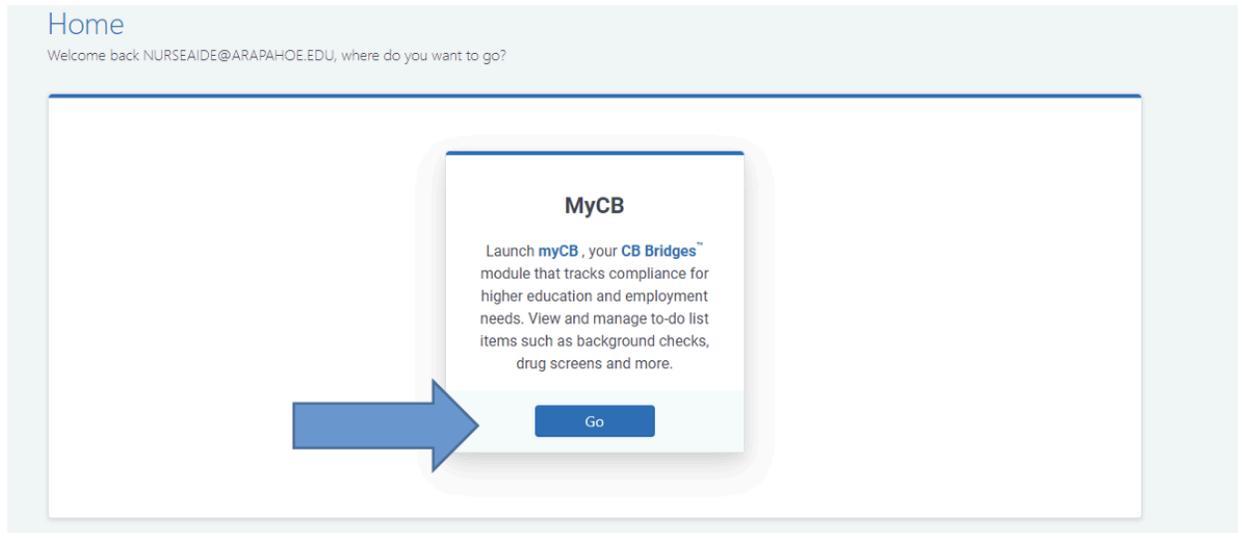
 No Maiden Name

Next

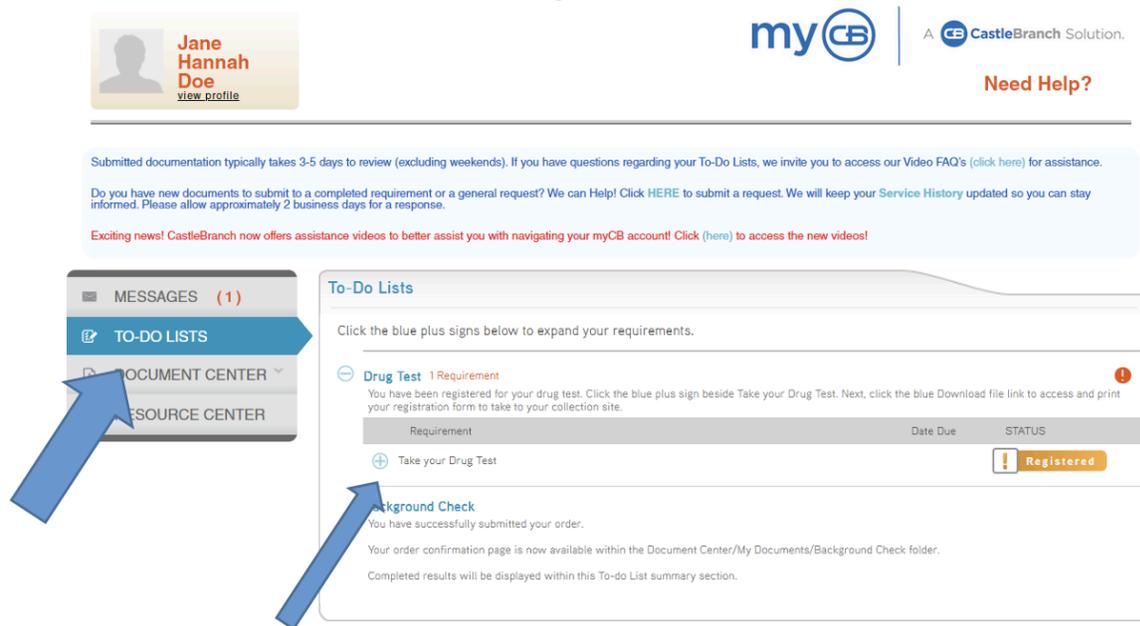




Step 13: Select “Go” to view your myCB account.



Step 14: Click on “To Do Lists” to access instructions for the Drug Screen.



Step 15: Select “Download file” to download and print your file. (We also recommend keeping a digital PDF version on your phone or taking a picture of the barcode.)



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Submitted documentation typically takes 3-5 days to review (excluding weekends). If you have questions regarding your To-Do Lists, we invite you to access our Video FAQ's (click here) for assistance.

Do you have new documents to submit to a completed requirement or a general request? We can Help! Click HERE to submit a request. We will keep your Service History updated so you can stay informed. Please allow approximately 2 business days for a response.

Exciting news! CastleBranch now offers assistance videos to better assist you with navigating your myCB account! Click (here) to access the new videos!

- MESSAGES (1)
- TO-DO LISTS**
- DOCUMENT CENTER
- RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Drug Test 1 Requirement

You have been registered for your drug test. Click the blue plus sign beside Take your Drug Test. Next, click the blue Download file link to access and print your registration form to take to your collection site.

Requirement	Date Due	STATUS
Take your Drug Test		Registered
Download and print attachment	myCB	02/24/2020 12:17:18 PM EST
Download File		

Background Check

Background check successfully submitted your order.

Your background check confirmation page is now available within the Document Center/My Documents/Background Check folder.

Completed results will be displayed within this To-Do List summary section.

Step 16: Review the PDF to determine which locations you can utilize for the Drug Screen. Bring the print-off with you (or digital version) to the facility to complete the screen.

CastleBranch

Quest Drug Screen Registration Form

<p>Date: February 24th, 2020</p> <p>Name: Jane Doe</p> <p>Phone: 303-7975962</p> <p>Email Address: NurseAide@arapahoe.edu</p> <p>Collection Site Zip: 80160</p>	<p>Registration #: 41676942</p>
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Account Number: 10424455
 Test Name: 10 Panel Urine
 Expiration Date: 08/23/2020

Instructions:

- Select the nearest collection site from the list below. Collection site hours and services are subject to change, we recommend contacting the location prior to your appointment to confirm availability.
- Take this form and a government issued photo ID to your appointment.
- Allow 3-5 business days for your results to be available for viewing or printing.

<p>Quest Diagnostics-Balsam 6179 S Balsam Way Ste 240 Littleton, CO 80123 Phone: 8666978378 M-F 7:00 am-5:00 pm(Sa 7:30 am-11:30 am; Drug Screen: M-F 9:00 am-4:00 pm; TSPO: M-F 8:00 am-1:00 p</p>	<p>Quest Diagnostics-Inside Centennial Sa 7375 E Arapahoe Road Centennial, CO 80112 Phone: 8666978378 M-F 7:00 am-4:00 pm; Drug Screen: M-F 9:00 am-3:00 pm</p>	<p>Quest Diagnostics-695 S. Broadway 695 S Broadway Denver, CO 80209 Phone: 8666978378 M-F 7:00 am-5:00 pm(Sa 8:00 am-12:00 pm; Drug Screen: M-F 10:00 am-3:30 pm; TSPO: M-F 8:00 am-1:00</p>
<p>Quest Diagnostics-Aurora South 1411 S Potomac St Ste 290</p>	<p>Quest Diagnostics-Inside Parker Safewa</p>	<p>Quest Diagnostics-Northglenn 100 E 120Th Ave Unit F130</p>

Step 17: Register for and complete your drug screen at your chosen facility.



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Results will be automatically shared with the CCIC in our CastleBranch account to ensure students are “checked off” as they complete the background check and drug screen requirements.

Please note that some OTC and prescription medications can be flagged during a drug screen as false positives. Please bring a doctor’s note with all medications prescribed to the drug screen facility (or you can bring your prescriptions) to ensure the facility notes them. You can learn more about potential medications that cause false positives [here](#).