PRE-REQUISITES TO INTERNSHIP ON-SITE HOURS

- You must have a current CPR certificate: Basic Life Support (BLS) is preferred and may be expected at the site. Please check with the site and inquire about options for training. However, this is your responsibility; it is not the responsibility of the site to provide the training.

- Most facilities require a **record of immunizations, a background check, and a drug test.** I am required to verify that you have no felonies before we send you to a site and that your record of immunizations is current. This is your responsibility to cover the costs, not TTU’s, nor the site’s responsibility. However, some sites may cover some of the costs, so please check with the site. These records must also be uploaded in Blackboard regardless if your site placement.
  
  - 2 TB skin tests at least 1 week apart (12 months prior to starting)
  - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
  - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
  - Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
  - (Hepatitis B Vaccine recommended but not required)
  - Flu vaccine for any Employee/Student between the months of October-March of each year

- Background Check (http://www.depts.ttu.edu/ksm/grad/internships.php)

- You are also required to have your own health insurance and medical insurance.

- You must obtain Student Liability Insurance prior to beginning your internship experience. **Again, this is your responsibility. You must use a money order.** Liability insurance will be handled through Procurement Services at Texas Tech University (806-834-0590). If you mail in your money order, the address is: Drane Hall; C/O Brandon Harper; MS/ Box 1094; Lubbock, TX 79409-1101. If you prefer to take your money order to Brandon Harper in person, you can go to Drane Hall, 15th & University, Room 357. Brandon’s e-mail is b.harper@ttu.edu. The cost of insurance is as follows: (a) $14.50 from Aug 31 to Aug 31; (b) $9.00 Jan 1 - Aug 31; and (c) both summer sessions $5.00 (Bill Beatty Insurance 1-800-451-8358).

- You will be required to send or take this in order to get insurance: (1) a money order; (2) your SS# (if you do not have this, you can use your ID# from Banner); (3) the class that you are enrolled in, i.e., KIN 5002 Spring or Fall Year (must state the semester you are doing this; (4) what you will be doing- Clinical Exercise Physiology; (5) and a request that you need the Bill Beatty Insurance Disclaimer mailed back to you or attached in your e-mail with his signature on it.

- **Verification that you have received insurance** (receipt, e-mail from Brandon, (declaration page or disclaimer, proof, etc.) must be uploaded into Blackboard. If this is not done, I will ask the internship coordinator to not allow you to put in hours until verification of insurance is noted.