



College of Nursing MSN Compliance

Excellence • Innovation • Diversity



- Company is repository for all compliance documents

Process

MSN Student Letter

- Explains how to establish individual account and how to register with company
- Contains program specific code for each program.
- Expiration date: **December 12, 2025**



The University of Texas at El Paso

TIME SENSITIVE
DO NOT DELAY

ATTENTION students:

We've partnered with Verified Credentials, LLC to help you supply the required qualifications for your program. To get started, carefully follow the instructions below:

How it works:



IMPORTANT – Use the code below to get started:

Program:	Code:
Background Check - Adult Gerontology Acute Care Nurse Practitioner Program	VWKFR-86377
Background Check, Drug Screen & Additional Requirements - AGACNP Program	MPCPJ-72644
Drug Screen - Adult Gerontology Acute Care Nurse Practitioner Program	HHGCR-43273

To get started, go to:

<https://scholar.verifiedcredentials.com/utep>

FOR BEST RESULTS - Use a **laptop** or **desktop computer** to complete this process.

Welcome

to **QualifiedFirst®** by Verified Credentials, Inc.

Your school has partnered with Verified Credentials to help you complete your program requirements.

Get Started Here!



①
Enter
Your Code

②
Create
Account

③
Review Required
Information

④
Enter
Information

⑤
Supply Official
Documentation

First Time Users:

Enter your code and register...

Code:

 —


Get Started!

[Can't Remember Your Code?](#)

Registration Process

QualifiedFirst®
by VERIFIED CREDENTIALS

Customer Support

 **Create a New Account**
Registration is easy and only takes three steps.
To create a new account, please complete all fields below.

Already Have an Account?
[Log In](#)

1 Personal Information

Please start by entering in your name and contact information below.

First Name:

Middle Name:

Last Name:

Country:

Address Line 1:

City:

State:

Zip Code:

Primary Phone:

E-mail:

Confirm E-mail:

Choose a method to receive notifications regarding your account:

Notification Preference: ☐ Text Message (Recommended) ☒ Email ☐ Both [Why do you need this?](#)

2 Create Username / Password

Choose a Username and a Password and answers to two security questions which will be used for password recovery.

Username:

Password:

Confirm Password:

1st Secret Question:

Answer:

2nd Secret Question:

Answer:

3 Terms of Use

Please accept the QualifiedFirst® Terms of Use Agreement.

☐ I HAVE READ AND AGREE TO THE FOREGOING TERMS OF USE

NOTICE: Canceling and declining the Terms of Use will result in denial of your access to the QualifiedFirst® Service.

- Create an account
- Complete all information/application pages
- Sign the disclosure
- Make your payment selection (credit card, debit card)
- Submit your order



Compliance Requirements

- Background Check
- Drug Screen
- CPR Card
- RN License
- Immunizations
- Medical Insurance

Immunizations

- Tdap
- Varicella (Chicken Pox Titer)
- M.M.R (Measles, Mumps, Rubella)
- H.B.V. (Hepatitis B)
- TB Testing (PPD Skin Test)
- Flu Vaccine (Seasonal)



- American Heart Association
- Health Care Provider
- Cannot expire within the semester
- Renew every 2 years



Important Information

- All documents must include student's name
- All information about immunization/titers must include U. S. medical source name
- Information must be legible and copy readable
- Insurance & CPR Card - make sure to upload both front and back



Practicum Compliance Release Form

Post Masters Certificate - (ASAP - 3 weeks before rotations)

- Family Nurse Practitioner
- Adult Gerontological Acute Care Nurse Practitioner
- Pediatric Acute & Primary Care Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner
- Neonatal Nurse Practitioner

Clinical Rotations Spring 2027

- Family Nurse Practitioner
- Adult Gerontological Acute Care Nurse Practitioner
- Pediatric Acute & Primary Care Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner
- Neonatal Nurse Practitioner



be submitted every semester



THE UNIVERSITY OF TEXAS AT EL PASO
COLLEGE OF NURSING

Practicum Compliance Release Form

The Practicum Compliance Release Form should be submitted to the Compliance Coordinator each semester at least three weeks prior to the date students will report to the requested site.

(Request are cleared in the order received)

Please provide the following information:

Name of Facility: _____

Facility contact name: _____

Facility contact tel #: _____

Facility contact e-mail: _____

Course Number/Course Title: _____

Program Coordinator: _____

Course Instructor: _____

Rotation dates: From: _____ To: _____

Please enter student information below:

Student Full Name	Student ID	RN License #, State of License & Expiration

****Student ID number & RN License MUST be included in order for request to be completed**

*** *Below information must be filled out by the Clinical Compliance Coordinator****

Date of Request: _____ Date Sent: _____

Revision Request: _____ Revision Sent: _____

Affiliation Agreements & Clinical Compliance Office

Lori De Los Santos
Senior Compliance Coordinator

Health Science/ School of Nursing Bldg.
Room 382

ldeloss@utep.edu

(915)747-8293



UTEP

COLLEGE OF NURSING



Questions?



UTEP ID & Clinical Badge



GET Miner Gold Card & Clinical Badge

Android

[https://play.google.com/store/apps/details?id=com.cbord.get&hl=en,](https://play.google.com/store/apps/details?id=com.cbord.get&hl=en)



iPhone

<https://apps.apple.com/us/app/cbord-mobile-id-for-cs-gold/id568142966>



GET MOBILE APP



QUESTIONS?

Contact Gold Mine Card Office
Mike Loya Academic Services Building, Room 116
(915)747-7334 or at minergold@utep.edu



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