

Employment Requirements Checklist

1. Official college transcripts showing your degrees conferred (Transcripts issued to students cannot be used)
2. Employment Eligibility Verification (I-9) Form (Supporting documents must be physically verified and photocopied)
3. Medical records or health care provider certification of two step PPD or one step PPD with documentation of annual PPD testing for the previous three years (chest film every two years or health care provider documentation that a repeat chest x-ray is unnecessary)
4. A copy of your current Hawaii State RN License
5. A copy of your current CPR Certification
6. Medical records or health care provider certification of a **Diphtheria/Tetanus (Td)** shot within the last ten (10) years
7. Documented immunity to **Mumps** as demonstrated by either titre or certification from your health care provider
8. Documented immunity to **Rubeola (Measles)** as demonstrated by either titre or certification from your health care provider
9. Documented immunity to **Rubella (German Measles)** as demonstrated by either titre or certification from your health care provider
10. Medical records indicating the completion of the **Hepatitis-B** series, health care provider certification that the series is in progress, or documented immunity via titre
11. Documented immunity to **Varicella (Chicken Pox)** as demonstrated by either titre or certification from your health care provider
- n/a 12. A copy of your current Advance Practice RN License (for faculty teaching Advance Practice courses)