**New Student Checklist**

**ALL ITEMS DUE BY July 25, 2025**, unless otherwise indicated.

(**ACE-PC STUDENTS ONLY**: Because you begin coursework in June, all items are due by June 9, 2025.)

Required Compliance Items

- ☐ Health Clearance Form
- ☐ BLS/CPR Certification
- ☐ Health Insurance
- ☐ Permission to Release Education Information Form
- ☐ Statement of Legal Residence
- ☐ Emergency Contact Information

## MYRECORDTRACKER FOR COMPLIANCE

- As we get closer to your medical school start date, we will send you a link to activate your myRecordTracker account. While you wait for your account, please gather your immunization information as listed on the Health Clearance Form. If you have not completed these requirements in the past, make an appointment with your PCP as soon as possible to get them done. Some immunizations are date-specific and this information is listed on the Health Clearance Form. You may provide lab reports in place of the Health Clearance Form.

- All students must remain in compliance with required items at all times. You will receive upcoming and overdue notices from your myRecordTracker account once it is activated. Please upload documents of your compliance items on or before their due date.

The following items will need to be uploaded to your myRecordTracker account once activated:

| MMR 2 shots OR Titer | Varicella (chickenpox) 2 shots OR Titer | Hepatitis B series AND Titer |
| --- | --- | --- |
| TDAP | Tuberculosis Skin Test (TST) | CPR Certification |

Additional items in your myRecordTracker account and their due dates:

| Item | Due Date | How to get done |
| --- | --- | --- |
| Influenza | October 15, 2025 | The Registrar's Office will inform students of flu clinics closer to September or October. |
| Privacy and Security (HIPAA) Training | July 25, 2025 | The Registrar' Office will assign trainings to you. You will receive an email notice from the UC Learning Center once assigned. Do not complete before assigned. |
| Bloodborne Pathogens Training | July 25, 2025 | |
| Cyber Security Training | July 25, 2025 | |
| COVID-19 Prevention Training | July 25, 2025 | |
| Sexual Assault Prevention for Graduate Students | July 25, 2025 | The link to complete this item will be provided in myRecordTracker |
| Mask Fitting | October 1, 2025 | More information to come from The Registrar's Office or Curriculum |
| Emergency Contact Verification | July 25, 2025 | Once you have your Kerberos account the link to complete the Emergency Contact Form can be found here. Once entered please upload a print screen confirmation to myRecordtracker. |

**UC DAVIS HEALTH | SCHOOL OF MEDICINE**

Registrar's Office

**New Student Checklist**

## BLS/CPR CERTIFICATION

- Maintaining certification in Basic Life Support training is mandatory for anyone learning or working in the delivery of clinical care. Because clinical preceptorships occur in the first year of the curriculum, all newly matriculating medical students are expected to arrive at medical school with a current BLS/CPR certification.

- Please note that the class needs to be completed in-person and we do not have a preference as to which organization or state delivers the training. If CPR trainers require coursework to be completed in advance online, this is acceptable as long as there is an in-person portion. If you hold a CPR certification that is higher training than BLS we will honor that the training has been met, as long as it is not expired.

- Upload a copy of your BLS/CPR certification to your myRecordTracker account as soon as you have access.

## PERMISSION TO RELEASE EDUCATION INFORMATION FORM

- Complete the Permission to Release Education Information Form and email it to hs-studentrecords@ucdavis.edu.

## STATEMENT OF LEGAL RESIDENCE

- Complete the Statement of Legal Residence. All students are required to complete this process to determine their tuition and fees.

## HEALTH INSURANCE

- All students enrolled in the University of California must maintain insurance at all times. Visit the UCD SHIP page for more information on student insurance options.

## EMERGENCY CONTACT INFORMATION

- Once you have your Kerberos login, update your Emergency Contact Information and upload confirmation to myReceordtracker.

**Please email us if you cannot get one of your required compliance items completed by the due date!**
hs-somcompliance@ucdavis.edu

Visit our Incoming Student web page for more information.