



## Attestation Form Guidelines

### Guidelines for completing attestation forms:

1. Student Pharmacists are responsible to check PEP **at least 3 weeks** before your next rotation and give your student service representative (Davie: Ms. Clanton, [Ashli@nova.edu](mailto:Ashli@nova.edu); WPB: Ms. Nappi, [crochell@nova.edu](mailto:crochell@nova.edu); and Ponce: Ms. Santos-Rodriguez [ms2023@nova.edu](mailto:ms2023@nova.edu)), **24 hours advance notice** before you come to get the forms completed.
2. If your site requires any documentation i.e. a print out of your immunizations, drug test or background check,
  - a. Please contact your student service representative, **24 hours before you come in** to pick up the documentation.
3. If your site require an attestation form.
  - a. **Print out a copy** of your form and bring it to the Office of Student Services.
  - b. To expedite the process, make sure your **PPD is up-to-date** (remember they are only good for a year)
    - i. **Always** check your site documents, because some require a PPD within 3 months of starting your rotation.
  - c. If your site requires a drug screen and you have not complete one before you must come to the office of Student Services to pick up the form.
    - i. Drug screens are done through Concentra, the screening is an out of pocket fee of **\$33.50**.
    - ii. Once you receive this form you will have **48 hours to complete the screening**.
    - iii. Drug screen results take approximately 3 days.
    - iv. If you are taking medication, you must bring your prescription(s) with you to the screening.
4. Lastly, **if you have a rotation at any VA hospital please refer to PEP at least 2 months in advance**, for their requirements have changed and can be very time consuming to complete. They are now requiring finger printing and a background check from Washington.

If you have any questions or concerns please don't hesitate to contact your Office of Student Services representative.

**Contact your Student Services Representative  
24 hours before you come in to pick up any documentation**