

Your program may require you to submit compliance documents. Compliance documentation is how your program collects your healthcare identity, insurance, and certification information. This information could be used for general employment purposes, or it could be used to clear you to attend student clinical work at sites.

## 1. Accessing the Compliance Section

1. Log into your account.
2. From your dashboard, click on the **Compliance Tile**.
3. Alternatively, you can navigate to the compliance section via the **left-hand hamburger menu**

The screenshot shows the Exxat PRISM dashboard. On the left, there is a navigation menu with a hamburger icon and the text 'Dashboard'. The main content area is a grid of tiles. The 'Compliance' tile is highlighted with a red border. It shows '11 Document(s) need attention'. Other tiles include 'Profile', 'Courses', 'Advisees', 'Student Placements', 'Curriculum Mapping', 'Process My Requests', 'School Contacts', 'School Resources', and 'Exxat Prism Learning Hub'. The top right of the dashboard shows user information: 'Brylee\* Bolton Exxat Sales (Nursing)' and icons for 'Chat' and 'Ask Leo'.

## 2. Viewing Compliance Requirements

- In the compliance section, you'll find a detailed list of requirements.
- Each compliance document will have a **status** indicating its current stage:
  - **Approved:** Document has been reviewed and approved by your program administrator.
  - **Pending Review:** Document has been submitted and is awaiting review.
  - **In Progress:** Document has been saved but not submitted.
  - **Get Started:** Document has not yet been started.
  - **Expired:** Document has expired and requires an update.
  - **Not Approved:** Document was reviewed but not approved.

**Note:** Documents marked as **Get Started**, **In Progress**, **Expired**, or **Not Approved** will require action.

At the top of the page, you'll see a summary of:

- **Approved Documents**
- **Pending Review**
- **Documents Needing Attention**

Compliance

1 Document(s) | Approved 2 Document(s) | Pending Review 11 Document(s) | Needs Attention

Please click on the status of any specific document to see its details

MANDATORY REQUIREMENT	CATEGORY	STATUS	DUE DATE	EXPIRATION DATE
COVID-19 Vaccination	Health & Immunization	Get Started	Sep 04, 2023	-
CPR Certification	Certifications & Trainings	Pending Review	Sep 04, 2023	-
Flu(Influenza)	Health & Immunization	Get Started	Sep 30, 2023	-
Health & Safety Test	Certifications & Trainings	Pending Review	Sep 04, 2023	-
Hepatitis B (HepB)	Health & Immunization	Get Started	-	-
Instructional guidebook Acknowledgement	Attestations & Acknowledgements	Get Started	Sep 04, 2023	-
Measles, Mumps, Rubella (MMR)	Health & Immunization	Get Started	Sep 04, 2023	-
Physical Examination Form	Insurance & Liability Coverage	Get Started	Sep 04, 2023	-
RN License	Memberships & Licensure	Expired	Sep 04, 2023	Aug 21, 2024
TB Test	Health & Immunization	Get Started	Sep 04, 2023	-
Tetanus, diphtheria and Pertussis (Tdap)	Health & Immunization	Get Started	Sep 04, 2023	-
Varicella (Chickenpox)	Health & Immunization	Get Started	Sep 04, 2023	-
OPTIONAL REQUIREMENT	CATEGORY	STATUS	DUE DATE	EXPIRATION DATE
Graduate Transcripts	Additional Documents	Approved	Sep 04, 2023	-
Resume	Additional Documents	Get Started	Sep 04, 2023	-

### 3. Status Description:

- If you have yet to start a compliance document, it will be assigned the status of **"Get Started"**.
- If you have saved but not submitted a compliance document, it will have the **"In progress"** status.
- If you have submitted the document but your program has yet to review it, the status will show as **"Pending review"**.
- If your program administrator approves your submitted compliance document, the status will show as **"Approved"**.
- If the uploaded document has expired, the status will appear as **"Expired"**.
- And lastly, if your uploaded compliance document was not approved by your program, the status will appear as **"Not approved"**.

Any get started, in progress, not approved, or expired compliance documents will require you to complete and submit.

MANDATORY REQUIREMENT	CATEGORY	STATUS	DUE DATE	EXPIRATION DATE
COVID-19 Vaccination	Health & Immunization	Approved	Sep 04, 2023	Jan 31, 2025
CPR Certification	Certifications & Trainings	Not Approved	Sep 04, 2023	-
Flu(Influenza)	Health & Immunization	In Progress	Sep 30, 2023	-
Health & Safety Test	Certifications & Trainings	Get Started	Sep 04, 2023	-
Hepatitis B (HepB)	Health & Immunization	Pending Review	-	-
Instructional guidebook Acknowledgement	Attestations & Acknowledgements	Approved	Sep 04, 2023	-
Measles, Mumps, Rubella (MMR)	Health & Immunization	In Progress	Sep 04, 2023	-
Physical Examination Form	Insurance & Liability Coverage	In Progress	Sep 04, 2023	-
RN License	Memberships & Licensure	Get Started	Sep 04, 2023	-
TB Test	Health & Immunization	Not Approved	Sep 04, 2023	-
Tetanus, diphtheria and Pertussis (Tdap)	Health & Immunization	Pending Review	Sep 04, 2023	-
Varicella (Chickenpox)	Health & Immunization	Expired	Sep 04, 2023	-

#### 4. Completing a Compliance Document

- Click on the **document's status** to open it.
- A drawer will appear with specific instructions for completing the document on the right-hand side.
- Enter the required information, including any necessary dates.
  - To select a date, click the **calendar icon** or type the date manually into the provided field

×
Submit

**Flu(Influenza)** In Progress Due on Sep 30, 2023

Open the section(s) relevant to you and provide the needed information

**Vaccination Details**

**Dose Date \***  
1/2/2024 📅

**Expiration Date**  
1/1/2025 📅

**Notes**

Paragraph B I U ::= ≡ 🔗 ↶ ↷

**Upload\***  
[View documents](#)

📎 Vaccination Document.pdf

📁 Browse to upload

Supported formats: .pdf, .doc, .jpg, .jpeg, .png, .docx, .pptx, .pptm, .potx, .potm  
You can only upload files with file size under 10 MB.

**Review Response**

**Document status**  
In Progress

**Comment**  
-

**Instructions for completing document**

- Documented flu vaccination for current flu season
- Prescriptions/Receipts accepted only if it has administration date mentioned on it
- Expiration date will be auto-filled as per school guidelines
- No form for declination is available.
- Enter expiration date as October 1st of the following flu season.

Instructions set by the School / University

#### 5. Submitting Your Document

1. Once the document is complete, click **Submit for Review**.
2. Your program administrator will review the document and take one of the following actions:
  - **Approve:** No further action is required.
  - **Not Approve:** The document will be returned with comments explaining why it was not approved.

***If Not Approved:***

- Click on the **Not Approved** status to view the rationale provided by your program.
- Make the necessary changes based on the feedback.

Sakhuja, Ananya\* Submit

**CPR Certification** Not Approved Due on Sep 04, 2023  
Open the section(s) relevant to you and provide the needed information

**CPR Certification**

**Issue date\***  
2/15/2022

**Notes**  
Paragraph **B** *I* U **:=** **!:=** **≡** **≡** **🔗** **↶** **↷**

**Upload\***  
[View documents](#)  
🗑️ CPR Certification.pdf

**Browse to upload**

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.pptx,.pptm,.potx,.potm  
You can only upload files with file size under 10 MB.

**Review Response**

**Document status**  
Not Approved

**Comment**  
Im unable to open the file, please check it is correct and re-upload

**Instructions for completing document**

- Upload front and back of the card or copy of the certificate
- Must be Basic Life Support (BLS) for Health Care Provider by American Heart Association or American Red Cross. No other vendors are accepted.
- E-cards are accepted
- Online CPR courses accepted along with in-person skill test component.
- Expiration date will be auto-filled as per school guidelines.