BSN Timeline for AUCON Credentials
2025 Schedule

Deadline 5.5.2025 (NEW ADMITS); Deadline 5.10.2025 (all other students)

- All requirements are due **5.5** for new admits. If a student is incomplete in any requirement, the student's classes will be dropped; they will need to meet with their advisor and discuss possible deferral to the next semester.
- All requirements are due **5.10** for all other students. This includes new documents and documents that will expire before **8.1.**
    - Documents to check include TB test; Drug screen; Background check; BLS; Tdap
- Any requirements not correctly submitted by the deadline will result in the student's classes being dropped; the student will need to meet with their advisor to discuss possible deferral to the next semester if classes are dropped. Ensure you are uploading the correct documentation- this is your responsibility!
- No extensions will be granted. The deadline for summer is **5.5** for new admits and **5.10** for all other students. Plan accordingly!

Deadline 8.5.2025 (NEW ADMITS); Deadline 8.10.2025 (all other students)

- All requirements are due **8.5** for new admits. If a student is incomplete in any requirement, the student's classes will be dropped; they will need to meet with their advisor and discuss possible deferral to the next semester.
- All requirements are due **8.10** for all other students. This includes new documents and documents that will expire before **12.5.**
    - Documents to check include TB test; Drug screen; Background check; BLS; Tdap
- Any requirements not correctly submitted by the deadline will result in the student's classes being dropped; the student will need to meet with their advisor to discuss possible deferral to the next semester if classes are dropped. Ensure you are uploading the correct documentation- this is your responsibility!
- No extensions will be granted. The deadline for fall is **8.5** for new admits and **8.10** for all other students. Plan accordingly!

Deadline 10.1.2025

- Flu Shot- Due yearly by **10.1**
- Flu shots not received by the deadline for AUCON **AND** your clinical rotations will result in dropped classes. Students would then need to meet with their advisor and discuss possible deferral to the next semester.
    - Flu shot reports must be complete lab reports including the student's name, the clinic or pharmacy, the lot number and expiration date. It is the responsibility of the student to ensure all information is included in the document before uploading into acemapp.

Deadline 1.3.2026

- Assignments due **1.3** include those expiring before **4.24.**
- Students are expected to open each document in acemapp to check for compliance. Any document expiring before **4.24** is due by **1.3.**
    - Documents to check include TB test; Drug screen; Background Check; BLS; Tdap
- Any requirements not correctly submitted by the deadline will result in the student's classes being dropped; the student will need to meet with their advisor to discuss possible deferral to the next semester if classes are dropped. Ensure you are uploading the correct documentation- this is your responsibility!
    - Due to the Holiday break, any documents submitted after **12.15** may not be reviewed until after campus reopens in January.
- No extensions will be granted. The deadline for Spring is **1.3.** Plan accordingly!

NOTES:

- The dates in bold (excluding the flu shot deadline) are subject to change based on the academic calendar
- Drug screen and background check is due yearly and cannot expire mid semester.
    - Negative Dilute drug screen is not accepted.
    - Results may take 5-10 business days.
    - The 3-page report from Advantage Students must be uploaded into acemapp under the background check assignment and under the drug screen assignment. Do not attempt to Sync your acemapp and advantage students accounts for AUCON credential requirements. This is specifically for clinicals only! It is the student's responsibility to upload the results into acemapp.
- TB tests (QuantiFERON Gold or T-spot) are due yearly and cannot expire mid semester. Tb test results take 5-7 business days.
- Tdap is due every 10 years and cannot expire mid semester. Tdap reports are available the day of the vaccine.
- BLS (AHA/BLS/Provider) is due every 2 years and cannot expire mid semester. BLS certification (e-card) may take 5-7 business days.
- ALL DOCUMENTS MUST BE COMPLETE LAB REPORTS- NO CROPPED DOCUMENTS- NO SCREEN SHOTS.
- All student resources for student compliance may be found in acemapp. https://collaboration.acemapp.org/e-content/auburn-university-school-of-nursing
- All credential requirements are at the expense of the student.
- Acemapp will send deadline reminders, but it is the responsibility of the student to be proactive in knowing when documents expire.
- If a student needs assistance with learning how to check for expiring documents, contact Mrs. Harrelson for an appointment. neh0009@auburn.edu; immunizations@auburn.edu Mrs. Harrelson should not be contacted to determine what is due in acemapp, that is the responsibility of the student.
- Acemapp assistance is available by contacting acemapp support. https://collaboration.acemapp.org/self/support/add
- How to renew requirements the least number of times during Nursing school.
    - Because requirements cannot expire mid-semester and because there isn't much of a break between semesters this can be a tricky process.
    - If you have documents due 1.3, you can promptly schedule those after the last day of fall class. This gives you time to complete without the risk of going past the deadline.
    - If you have documents due 5.10, you can promptly schedule those after the last day of Spring class if you feel confident that you will have results uploaded before the 5.10 deadline.
    - If you have documents due 8.10, you can promptly schedule those after the last day of summer class if you feel confident that you will have results uploaded before the 8.10 deadline.
    - It is recommended to budget for an extra TB test; an extra background check and an extra drug screen so that you don't have the stress of trying to figure out dates or the stress of the quickly approaching deadline which could result in dropped classes.
- How to check for expiring documents:
    - Open acemapp
    - Open the assignment you are checking
    - Click the last document that was graded complete
    - Review the report and the date it was completed
    - Review the dates above to ensure it will not expire by the last class day of the semester; if expiring, upload a new report as a submission.