UNIVERSITY OF TEXAS ARLINGTON | SCHOOL OF SOCIAL WORK

Instructions for Hospital Placement Interns

I- How to Obtain an Attestation Letter from UTA School of Social Work
1. Verify hospital placement requirements with the hospital. Please see "II-Hospital Placement Requirements" for general requirements.
2. Obtain an attestation letter template (in MS-Word format) from the hospital if they require UTA School of Social Work to use their own template. If there is no template required, a general form will be used.
3. Seek services to fulfill the requirements. Please see "III-Suggested Service Providers".
4. Convert your hard copies that show you have fulfilled the requirements into pdf format.
5. Submit your soft copies (see # 2 and 4) to sswfield@uta.edu with a subject line "Attestation Letter".

II-Hospital Placement Requirements

Here are the requirements for clearance to begin your internship within most hospital settings.

General Requirements	Description
Good Standing Status with school	
Negative Drug Screen	
Clear Background Check	UTA does **NOT** provide background checks.
Immunizations	
Measles, Mumps, Rubella (MMR)	2 doses documented with date
Varicella (Chickenpox)	2 doses of vaccine or lab evidence of immunity
Tetanus, diphtheria, acellular pertussis (Tdap)	Most recent dose documented
Influenza	Yearly (in fall/winter)
TB Skin Test (TST)	Within the last 12 months or a 2-step TST required

III-Suggested Service Providers

Service Providers	Background	Sex offender Registry	Drug Test	TB Test	Immunization Test	Immunization Record
UTA Health Services 605 S West St, Arlington, TX 76010; P: (817) 272-2771			Yes	Yes	Yes	You may get the record at the place where you received the vaccines.
Health Centers/general medical clinics			Yes	Yes	Yes	
TalentWise http://corp.talentwise.com/	Yes	Yes				
Texas Department of Public Safety https://records.txdps.state.tx.us/SexOffender/		Yes (free)				
Sentry Link https://www.sentrylink.com/web/criminal-check.action	Yes					