**OTA STUDENT CHECKLIST**

**2nd Year – 1st Semester – Due in OTA Office prior to expiration of your first year paperwork.**

\_\_\_\_\_2nd Essential Functions Skills Form – read and sign
\_\_\_\_\_2ND Annual TB renewal (prior to expiration of first year TB test)

**\_\_\_\_\_2nd Background Check and Drug Screen dated during the month of November of year 2**

\_\_\_\_\_2nd Annual physical examination form
\_\_\_\_\_2nd Photocopy of updated Malpractice Insurance Certificate – HPSO
\_\_\_\_\_2nd UCSD HIPAA MODULE CERTIFICATE

\_\_\_\_\_2nd STANDARD PRECAUTIONS CERTIFICATE

\_\_\_\_\_2nd STUDENT HANDBOOK STATEMENT OF UNDERSTANDING