



**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](mailto: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
<b>Good Standing Status with school</b>	
<b>Negative Drug Screen</b>	
<b>Clear Background Check</b>	UTA does <b>NOT</b> provide background checks.
<b>Immunizations</b>	
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
COVID-19 Vaccination	Check with Hospital for requirement

**III-Suggested Service Providers**

Service Providers	Background	Sex offender Registry	Drug Test	TB Test	Immunization Test	Immunization Record
<b>UTA Health Services</b> 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.
<b>Health Centers/general medical clinics</b>			Yes	Yes	Yes	
<b>TalentWise</b> <a href="http://corp.talentwise.com/">http://corp.talentwise.com/</a>	Yes	Yes				
<b>Texas Department of Public Safety</b> <a href="https://records.txdps.state.tx.us/SexOffender/">https://records.txdps.state.tx.us/SexOffender/</a>		Yes (free)				
<b>Sentry Link</b> <a href="https://www.sentrylink.com/web/criminal-check.action">https://www.sentrylink.com/web/criminal-check.action</a>	Yes					