



Order instructions for: **Northern Virginia Community College – EMS**

1. Go to [Northern Virginia Community College - Allied Health \(castlebranch.com\)](https://portal.castlebranch.com/NG36) - <https://portal.castlebranch.com/NG36>
2. On Home Page, select **Place Order**
3. On Package Selection Page, expand selections and select **EMS (PACKAGE CODE: OR21)**
4. Select items needed for your level (**EMT or Paramedic**)

Background Check; Drug Screen; EMT/Paramedic Compliance Tracker;
COVID-19 Compliance Tracker

ABOUT

Northern Virginia Community College – EMS and CastleBranch – one of the top ten background screening and compliance management companies in the nation - have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization.

Order Summary

Payment Information

Your payment options include VISA, MASTERCARD, DISCOVER, DEBIT, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Services Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.