



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resources
Tuberculosis (TB) Information



SECTION 3: INSTRUCTIONS

- 1) Schedule an appointment with your personal physician or at either College's Student Health Center. (List of available locations are listed on the last page for your convenience.)
- 2) Take this form with you when you go in for your TB assessment.
- 3) If a TB examination is required, it will require two visits: The first visit will be for taking your TB test and the second visit will be for a follow-up to have the test viewed for results. (You will have to wait 48 to 72 hours before returning for the second visit to review the results. Remember to schedule your initial visit only if you know you will be able to meet the second visit time requirement, otherwise you may be charged to re-test)
- 4) Once you have completed your assessment and/or examination successfully, your physician will give you a copy of the TB / X-ray certificate. Please check to see if the following information is listed on your certificate:
 - Hospital / Health Clinic Name and Signature of Health Care Provider
 - Date of TB assessment and/or examination or X-ray and final date of results
 - Results of the assessment and/or examination is marked as either negative or positive(NOTE: if positive, a chest X-ray will be required for continuation of employment with the District. An X-ray may be scheduled at most hospitals and clinics)
- 5) Submit this TB form along with **a copy of your TB / X-ray certificate** to the Office of Human Resources, 7600 Dublin Boulevard, 3rd Floor, Dublin CA 94568 after you have received a clear TB result from the physician.
- 6) Expense for the initial examination, including X-rays, if needed, is the responsibility of the employee with the exception of student assistants. Only TB examinations are covered for student assistants, not X-rays examinations. Expenses for renewal tests are paid by the District. Please see board policy: <http://districtazure.clpccd.org/policies/files/docs/BP7330.pdf>.
- 7) Before your TB clearance has expired, after 4 years, a renewal letter will be sent out to notify you that an updated TB assessment and/or examination is required for your personnel file. The letter will state a due date by which you must submit your test to the Office of Human Resources, 7600 Dublin Boulevard, 3rd Floor, Dublin CA 94568. (A current TB certificate must be on file with the Office of Human Resources at all times in order to continue active employment with Chabot-Las Positas Community College District).

If you have any questions, please contact Denise Marriott, Office of Human Resources, at dmarriott@clpccd.org or by calling (925) 485-5236.

CALIFORNIA EDUCATION CODE: 87408.6