Step 2: Prerequisites, Admissions Application, & Admissions Onboarding Process

Admissions Pre-requisites:

An applicant must: 1) be a legal U.S. resident, who actively resides in the USA, 2) be actively licensed as a registered nurse with a baccalaureate degree, or baccalaureate degree in a field other than nursing with demonstrated baccalaureate level nursing competencies in the areas of health assessment, leadership and management, research and statistics, and community health nursing, and 3) have a minimum of one full years' RN clinical experience within the last five years prior to enrolling in this program.

Admissions Application Form & $200 Non-Refundable Registration Fee:

> To start your admissions process, first complete and submit your online admissions application form and $200 non-refundable application fee at:
>
> Access Here at: https://forms.office.com/r/q0DJ4qvUhi

At the end of the application process, you will be routed to our program's secure financial payment system to remit your $200 non-refundable application fee. We must receive your $200 along with your admissions application **before** you will be entered into our RedCarpet admissions onboarding system. RedCarpet will activate the start of your automated admissions onboarding process and the system will send you a welcome email with your applicant user account information and instructions. Wait time for your email generally is up to five business days.

As you await your RedCarpet-Silkroad email, you should proceed with the next three steps:

A) Order your official college e-transcripts. E-transcripts must be **emailed** directly from your college university to our business office. *This is the necessary method of delivery to us. As we work out of our home/residential offices, and we cannot acquire paper transcripts mailed to a physical address.*

- If your university utilizes an online electronic clearinghouse for e-transcript submissions, please instruct them to email transcripts to WOCschool@ccf.org.

- If your university can only mail transcripts, then kindly call our business office (216-317-7163) first before you place your transcript order with your university for a "work around" submission resolution.

B) Ensure your resume or CV is current. As you will be required to upload a current version of it into the RedCarpet-Silkroad system.

C) **If electing to complete an "offsite" clinical in your own geographical area, then you must utilize an approved clinical site and preceptor from our WOC Nursing program's clinical database**. To obtain a list of approved clinical sites and/or preceptors in your state, email an inquiry to WOCschool@ccf.org, and be sure to include your U.S. state of residence in the email.

After you acquire a list of approved preceptors and clinical sites from our business office, then it is the applicant's responsibility to contact the preceptor and clinical site to secure a clinical placement. **All applicants must secure a preceptor and clinical site as well as notify our office, in writing, of such clinical placement details before the cohort's Final Date to Complete ALL Admissions Requirements as indicated on the class schedule.** Refer to **Step 1: Select a WOC Cohort and Adhere to All Required Dates for Admissions** above. (Also refer to **Step 3: Practicum Course Options** for specific instructions.)

Automated RedCarpet Admissions Onboarding System:

NOTE: Classes fill quickly and seating is limited and secured on a first come, first served basis by fully finalizing all assigned RedCarpet admissions tasks. Thus, it is extremely important that you create your RedCarpet-Silkroad applicant account and complete your assigned admissions tasks without delays.

Upon receipt of your RedCarpet welcome email, immediately create your user account and log in. **All tasks are in a locked and loaded sequence of events.** So, you must fully finish and then "save & complete" the first set of five tasks before RedCarpet will generate the next series of tasks to you. The task sequences for your completion will be as follows:

Sequence 1: applicant will review and print: 1) welcome letter, 2) class schedule/admissions dates/preceptor and clinical requirements, 3) list of required admissions documents, 4) attestation form, and 5) CHPE applicant survey demographics.

Sequence 2: applicant uploads into RedCarpet each required admissions document listed below for program's business office review. You'll first want to scan and save these documents to your PC | tablet | thumb drive.

(NOTE: all documents must be actively maintained while enrolled in the didactic and clinical portions of this program; as documents expire, you will be emailed notices requesting renewal documents be submitted to us.)

(NOTE: if electing the Experiential Pathway (i.e., nursing CE's only option), then you only need to: 1) upload your current resume/CV, 2) upload your RN nursing licensure verification report from the www.nursys.com website, and 3) have your university email us from their online clearinghouse your official baccalaureate e-transcripts. No health or immunization, BLS, health insurance, nor RN liability insurance is required.)

- Copy of current U.S. nursing licensure report without infractions. Go to the Nursys verification site at: https://www.nursys.com/LQC/LQCTerms.aspx. Print/save a copy of your report. Note: Nursys does not apply to Michigan residents, who may upload a copy of their active nursing license into RedCarpet.

- Copy of current CV/resume.

- Professional RN liability certificate of insurance **with coverage limits of not less than $1,000,000 per occurrence and $6,000,000 annual aggregate**. (You may obtain more information on purchasing this insurance from the Nurses Services Organization, www.nso.com, 159 E County Line Rd., Hatboro, PA 19040, phone (800) 247-1500. If you are covered by your employer's insurance policy, your Human Resources representative will need to provide a signed letter verifying that you are covered while a student enrolled in the program and state the coverage limits.)

- Copy of personal health care insurance ID card (both front and back sides).

- Copy of active American Heart Association Basic Life Support (BLS) ID card (front and back sides).

    To complete the next five requirements, provide your PCP or NP with our program's Health Assessment Form (Immunizations, COVID-19 & Health Assessment) for completion. This form can be accessed in your RedCarpet admissions event or on our program's website.

    - Statement of overall good health from primary care physician.

    - Negative TB test (2-step Mantoux or QuantiFERON TB Gold test) **or** chest X-ray (if prior positive results) **within the past 6 months**.

- Immunizations or <u>**titers within the last 10 years**</u> for measles (Rubeola), German measles (Rubella), chicken pox (Varicella), Tdap (Tetanus, Diptheria, Pertussis) booster.

- Positive titer proving immunity to Hepatitis B, or a waiver signed by the student indicating that the student assumes risk of exposure to Hepatitis B.

- Legible copy of CDC government COVID-19 Vaccination Record Card (or documentation of vaccination from a health care provider, or electronic health record, or state immunization information system record) evidencing proof of **all required COVID-19 vaccine doses**; which are as follows:
  - Two doses of the Pfizer-BioNTech (COMIRNATY) (BNT162b2) vaccine, OR
  - Two doses of the Moderna (mRNA-1273) vaccine, OR
  - One dose of the Johnson & Johnson / Janssen (JNJ-78436735) vaccine

- Flu vaccine for current year. (All students who complete practicums between October 1 and March 31 must remit evidence of the current year's annual flu vaccine. A religious or medical exemption can be requested; forms are available from our program's office. Please contact us at 216-317-7163.)

Sequence 3: Next RedCarpet generates to the applicant an electronic CBI (criminal background investigation) and a HIPAA compliance form for completion. As soon as the applicant completes and submits both forms, RedCarpet alerts Cleveland Clinic's internal security administrative services (SAS) department to obtain a CBI report on the applicant. (NOTE: not required for the Experiential Pathway option)

Sequence 4: RedCarpet releases several Cleveland Clinic human resources' nursing *administrative* policies and procedures for the applicant to read and then sign off on an electronic attestation form.

Sequence 5: (Internal Process) Once a clear CBI report is obtained (in sequence 3), the SAS team sends a RedCarpet alert to Cleveland Clinic's human resources department. Who will create a student MYLEARNING user account and will release to the applicant their MyLearning *clinical* policy modules for completion. (NOTE: not required for the Experiential Pathway option)

Sequence 6: RedCarpet emails the applicant a notice to complete his/her MyLearning clinical policy and procedure modules. (NOTE: not required for the Experiential Pathway option)

Sequence 7: (Internal Process) RedCarpet alerts the WOC Nursing office's administration when applicants' admissions tasks have been successfully completed. All uploaded documents, by the applicant, will be reviewed to ensure his/her documents meet the program's admissions requirements. After review, our business office will email the applicant a letter of acceptance into the program.

Sequence 8: Your tuition payment task will release to you with an embedded link to our program's secure payment website. You must pay your tuition, in full, prior to your cohort's Final Date to Complete ALL Admissions Requirements posted in *Step 1: Select a WOC Cohort and Adhere to All Required Dates for Admissions*

Sequence 9: Two weeks before the first day of class, RedCarpet will release to the applicant a final task for completion; which is to review and to print a First Day of Class Instructional Letter.

Also, two weeks prior to the class start date, the program's business office will email all students encrypted links to access the online classroom. This email will be sent directly from within the online classroom. Upon receipt of that email, students should create and access his/her classroom account as well as a review the electronic student handbook and course syllabus.