

Step 4: Clinical Preceptors & Clinical Contracts *(applies only to online students, who are completing clinicals in their own geographical area)*

NOTE: Your preceptor's application and his/her required preceptor credentialing documentation must be submitted to our office before the class' registration close date. (Refer to [Step 1: Select a WOC Class and Adhere to the Registration Deadline Dates](#))

If you wish to complete your practicum instead onsite at Cleveland Clinic (Cleveland, OH), please select this option on your application request form or email us notice at WOCschool@ccf.org.

1. Selecting a Preceptor, Preceptor Credentialing Documentation & Preceptor Application:

Online students are responsible to locate and contract with an approved offsite preceptor (in your geographical area). A preceptor must be [WOCNCB](#) certified in the area(s) precepting you. Preceptor searches can be accomplished through the WOCN at www.wocn.org via their preceptor search option at: <http://www.wocn.org/?PreceptorDirectory>.

While contacting potential preceptors, you should ensure the individual meets the following requirements:

- RN with a baccalaureate degree
- Current WOCNCB certificated
- Have at least one year full-time clinical experience as a WOC Nurse
- Adequate patient census to provide patient diversity, complexity and volume for your learning experience documented by statistics

Once an individual has agreed to precept you, you should forward (via email) to him/her: 1) our preceptor application link below, 2) the list of required preceptor credentialing documentation, 3) Cleveland Clinic's clinical affiliation agreement template, and 4) Clinical Agreement Instructions. (These links are provided below or you may acquire the information off our school's website under the "registration" tab.)

Preceptor Application: <http://survey.clevelandclinic.org/TakeSurvey.aspx?SurveyID=8402684>

All off-site preceptors are required to submit the following credentialing documentation:

- Preceptor application, with clinical stats, and current CV/resume
- Copy of current WOCNCB certification
- Copy of either MSN or BSN diploma or certificate
- Proposed clinical precepting calendar for the student

Note: A preceptor may charge for his/her service. All financial arrangements made between you and your preceptor are separate from the R.B. Turnbull Jr., MD WOC Nursing education's program fees.