

Step 2: Prerequisites, Application, & Enrollment Process

Prerequisite: Applicants must be actively licensed as a registered nurse with a baccalaureate degree (not necessarily in nursing science), and a minimum of one years' RN clinical nursing experience.

Enrollment Application Request Form / \$200 Application Fee / Automated RedCarpet Process:

- 1) **Enrollment Application Request Form and \$200 Application Fee:** To start your enrollment process, first complete and submit your WOC online enrollment application request form at: <http://survey.clevelandclinic.org/TakeSurvey.aspx?SurveyID=84027n5M>. At the end of the application process, you will be routed to our secure payment portal to remit your \$200 nonrefundable application fee. Which must be received and payment cleared before your application will be entered into our automated RedCarpet enrollment system. RedCarpet will activate the start of your automated enrollment process and the system will email you a welcome letter with your student user account information and instructions to start. **(The wait time to receive this email is generally 1-3 business days.)**

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

- A) Order and submit your official, sealed college transcripts to our school's office. All transcripts must be sent directly from your college university.
 - If your university utilizes an online electronic clearinghouse for transcript submissions, please instruct them to email transcripts to WOCschool@ccf.org.
 - If transcripts will be mailed, send to: WOC Nursing Education, 9500 Euclid Avenue, HS1-500G, Cleveland, OH 44195. *(It is extremely important to include the HS1-500G mail code.)*
 - 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 completing clinicals in your own geographical area, source and secure your offsite preceptor. Your preceptor must complete our online preceptor's application and submit his/her preceptor credentialing documentation to us before the class' registration close date. This date is noted on the class schedule in [Step 1: Select a WOC Class and Adhere to the Registration Deadline Dates](#) above. (Also refer to [Step 4: Offsite Clinicals: Preceptor & Clinical Affiliation Agreements/Contracts](#) for specific instructions.)
- 2) **Automated RedCarpet-Silkroad Enrollment System:** ***NOTE: Classes fill quickly and seating is limited and secured on a first come, first served basis. Thus, it will be extremely important that you create your RedCarpet-Silkroad student account and complete your assigned registration tasks as quickly as possible.***

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 complete the first set of tasks before RedCarpet will generate the next series of tasks to you. The task sequences for your completion will be as follows:

Sequence 1: student will review and print: 1) welcome letter, 2) class schedule/registration open & close dates/preceptor and clinical requirements, 3) list of required enrollment documents, 4) school attestation form, and 5) TOEFL English test notice (the TOEFL only applies to international students; refer to [Step 3: TOEFL Test](#) for more details). **(NOTE: Applicant's time to complete sequence 1 is approximately one hour.)**

Sequence 2: student uploads into RedCarpet each required enrollment document listed below for program administration's review. You'll first want to scan and save these documents to your PC/I-pad/thumb drive. **(NOTE: all documents must be actively maintained while enrolled in the didactic and clinical portions of this program; as documents expire, RedCarpet will send warnings requesting renewal documents be provided to us.)**

- Copy of current U.S. nursing license from the Nursys verification site: <https://www.nursys.com/LQC/LQCTerms.aspx>. International students should upload a copy of their nursing license
- Copy of current CV/resume
- Negative TB test (2-step Mantoux or QuantiFERON TB Gold test) **or** chest X-ray if prior positive results
- Immunizations **within the last 10 years** for measles (Rubeola), German measles (Rubella), chicken pox (Varicella); Tdap Tetanus, Diphtheria, Pertussis booster
- Hepatitis B vaccine/immunity (or signed waiver assuming the risk of exposure)

- Professional RN liability certificate of insurance **with coverage limits of not less than \$1,000,000 per occurrence and \$3,000,000 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).
- Statement of overall good health from primary care physician. (A note written on a prescription pad from a MD/NP stating that you are physically able to complete this course, signed by them, and dated is acceptable.)
- Copy of active American Heart Association Basic Life Support (BLS) ID card (front and back sides).
- 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 school's office. Please contact us at 216-444-5966.)
(NOTE: Applicant's time to complete sequence 2, if all documents are currently scanned and stored on your PC or thumb drive, is approximately 30 minutes to one hour.)

Sequence 3: Next RedCarpet generates to the student an electronic CBI (criminal background investigation) and a HIPAA compliance form for completion. As soon as the student 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: Applicant's time to complete is approximately 30 minutes. SAS' time will take approximately 3-7 business days or longer in unusual circumstances to obtain the CBI report.)

Sequence 4: RedCarpet releases several Cleveland Clinic human resources' nursing *administrative* policies and procedures for the student to read and then sign off on an electronic attestation form. During this step, an international student, who is traveling to Cleveland, OH, for clinicals, will be required to upload a copy of his/her Homeland Security I-94 card. (Refer to **step 6: Visas (for international students)**) (NOTE: Estimated student time to review and complete this sequence is around 1 ½ hours.)

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 COMET user account and will release to the student some COMET *clinical* policy modules for completion. (NOTE: Cleveland Clinic's internal turnaround time involving the SAS team and COMET team is a minimum of 2-3 business days.)

Sequence 6: RedCarpet emails the student a notice to complete his/her COMET clinical policy and procedure modules. (Estimated student COMET completion time is 6-8 hours.)

Sequence 7: (Internal Process) RedCarpet alerts the WOC Nursing office's administration that your enrollment event has been successfully completed. All uploaded documents by the student are reviewed by us to ensure their documents meet the program's enrollment requirements. After review, the school will email the student a letter of acceptance into the program. (Administrative document reviews are completed once weekly on all active applicant's enrollment events.)

Sequence 8: (Internal Process) School administration verifies that tuition has been paid in full by the class' registration close date noted in **Step 1: Select a WOC Class and Adhere to the Registration Deadline Dates.**

Sequence 9: Two weeks before the first day of class, RedCarpet will release to the student the final two tasks for completion. These tasks will be to review and print a first day of class instructional letter and a LMS tutorial user's guide.

Also, approximately two weeks prior to the class start date, the school will email all students an email to access the online classroom directly from within the learning management systems (LMS). At which time, students should create and access his/her online classroom account as well as a review the electronic student handbook and course syllabus.