

**SilkRoad RedCarpet Onboarding Request Form
Health Sciences Education Student Event**

This form must be sent to Health Sciences Education at CHSEonboarding@ccf.org. It may be utilized for multiple students attending CCF at the same time/location with one preceptor.

Length of Time on Cleveland Clinic Property (hours): <i>(i.e. 4 hrs/day x 3days/wk x 15 week semester= 180 hours)</i>		
Rotation Start Date:	Rotation End Date:	Graduation Date: <i>This will be their badge expiration date</i>
First Name:		Last Name:
Email Address:		Phone Number:
First Name:		Last Name:
Email Address:		Phone Number:
First Name:		Last Name:
Email Address:		Phone Number:
Cleveland Clinic Preceptor Name: <i>Person or manager at Cleveland Clinic responsible for student training.</i>		
Cleveland Clinic Preceptor Email Address:		
Individual Type: Please send this completed form to Health Sciences Education to initiate the onboarding event.		
Health Sciences Student Contact: Health Sciences Education CHSEonboarding@ccf.org Phone Number: 216.444.4018 Onboarding Website: Health Sciences Education		
Designated Event Coordinator :		Email
<i>Person or manager at Cleveland Clinic responsible for student placement.</i>		
Hospital:		
Division: Allied Health Education		Discipline:
Academic Institution:		
Academic Director /Academic Institution Representative Name: <i>Person attesting online that student has met all requirements as outlined in the affiliation agreement.</i>		
Academic Program /Academic Institution Representative Email Address:		

Please submit this form at least two weeks prior to the student's start date but no more than 8 weeks in advance.