Dear Applicant,

We appreciate your interest in Cleveland Clinic’s WOC Nursing Education program. Our enrollment guide’s content provides information about our online program options, enrollment pre-requisites, steps to enroll, and a link to our online enrollment application request form.

Our program was established in 1961 as the first WOC Nursing program of its kind in the world. It is accredited by the Wound, Ostomy, and Continence Nurses’ Society™. Our curriculum provides education in Concepts & Professional Practices in WOC Nursing, Acute & Chronic Wounds and Skin Management, Fecal and Urinary Diversions, and Urinary & Fecal Incontinence Management. This is a rigorous program designed to prepare you for the role of a WOC Nurse specialist, and therefore determining your best time to start the program is important.

A WOC Nurse specialist is vital in pre- and post-operative management of a person with an ostomy; instrumental in the prevention and treatment of pressure ulcer injury, lower extremity wounds, fistulae, and other chronic wound and skin disorders; and who provide specialized care for person with urinary and fecal continence concerns. During the program, you’ll acquire the knowledge and skills to establish a WOC practice, provide direct patient care and education, and address psychological concerns, discharge planning, rehabilitative counseling, and follow-up care.

Our online courses include asynchronous weekly discussion threads, self-directed learning modules, individual projects, clinical experience under the supervision of a preceptor, and a comprehensive final exam for each course. All didactic course work is completed and submitted within the online learning management system (LMS).

Prior to enrolling, you should consider all additional costs associated with this program. Such as: textbooks, laptop, and any practicum and preceptor fees. Additional costs for a clinical experience may include: housing, food, living expenses, parking and transportation fees, potentially lost wages, and/or child care. Onsite clinicals at Cleveland Clinic will be scheduled based upon preceptor availability and may require travel to and from multiple N.W. Ohio hospital locations.

If you are interested in enrolling, please proceed on to Step 1: Select a WOC Class and Adhere to All Required Dates for Enrollment. You may apply only during the “open enrollment” period listed and by completing and submitting your online enrollment application request form located in Step 2: Program Prerequisites and Required Enrollment Documentation. Additionally, your $200 nonrefundable application fee must be remitted online at the time when you submit your enrollment request form. Cohort’s seating fills quickly and once seating has filled to maximum capacity, the online registration portal automatically will close early until the next cohort’s enrollment period opens.

Upon receipt of your application request form and $200 nonrefundable application fee, the school will initiate your registration process in our automated RedCarpet-Silkroad onboarding system. RedCarpet will email you a student user account and it will provide you with instructions to complete all your enrollment onboarding requirements. Your assigned enrollment tasks, in RedCarpet, must be finalized by the cohort’s posted “Final Date to Complete ALL Enrollment Requirements” posted on the annual class schedule as well as tuition paid in full.

Program questions may be directed to our Admissions & WOC Program Coordinator, Teresa Warnke, at WOCSchool@ccf.org, or 216-317-7163 (7 am – 2:30 pm, EST).

Sincerely,

Linda Stricker, MSN/Ed, RN, CWOCN
Director, WOC Nursing Education
## PROGRAM ENROLLMENT OPTIONS

<table>
<thead>
<tr>
<th></th>
<th>One Specialty Track (5 months)</th>
<th>Dual Specialty Track (6 months)</th>
<th>Full Scope Specialty Track (7 months)</th>
<th>Experiential Track (varies; up to 16 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Prerequisites:</strong></td>
<td>1) must be a legal U.S. resident, 2) must be an actively licensed RN with a baccalaureate degree, and 3) must have one full year’s RN clinical experience.</td>
<td></td>
<td></td>
<td><em>Nursing C.E. program only</em></td>
</tr>
<tr>
<td><strong>$200 – Nonrefundable Application Fee</strong></td>
<td>$200 – Nonrefundable Application Fee</td>
<td>$200 – Nonrefundable Application Fee</td>
<td>$200 – Nonrefundable Application Fee</td>
<td>$200 – Nonrefundable Application Fee</td>
</tr>
<tr>
<td><strong>$3,150 – Tuition includes:</strong></td>
<td>Choice of one specialty course: wound, ostomy or continence.</td>
<td>Choice of two specialty courses: wound, ostomy, and/or continence combo.</td>
<td>All three specialty tracks: wound, ostomy, and continence.</td>
<td></td>
</tr>
<tr>
<td>Practicum course** with 40 hour clinical requirement (option to complete offsite (in own area; refer to note #2 below); or onsite (N.E. Ohio Cleveland Clinic hospital; arranged by the school).</td>
<td>Practicum course** with 80 hour clinical requirement (option to complete offsite (in own area; refer to note #2 below); or onsite (N.E. Ohio Cleveland Clinic hospital; arranged by the school).</td>
<td>Practicum course** with 120 hour clinical requirement (option to complete offsite (in own area; refer to note #2 below); or onsite (N.E. Ohio Cleveland Clinic hospital; arranged by the school.).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each didactic course is four weeks in length with a one week break in between courses.</td>
<td>Each didactic course is four weeks in length with a one week break in between courses.</td>
<td>Each didactic course is four weeks in length with a one week break in between courses.</td>
<td>Each didactic course is four weeks in length with a one week break in between courses.</td>
<td></td>
</tr>
<tr>
<td>One final comprehensive exam</td>
<td>Two final comprehensive exams</td>
<td>Three final comprehensive exams</td>
<td>One final comprehensive exam administered for each specialty course completed.</td>
<td></td>
</tr>
<tr>
<td>Graduation meets requirements to apply and sit for WOCNCB administered credentialing exam.</td>
<td>Graduation meets requirements to apply and sit for WOCNCB administered credentialing exam.</td>
<td>Graduation meets requirements to apply and sit for WOCNCB administered credentialing exam.</td>
<td>Not a graduate of this program. Student must meet the WOCNCB’s “experiential pathway” requirements to apply and sit for certification credentialing exam(s); if desired. Visit the WOCNCB’s website for more details.</td>
<td></td>
</tr>
<tr>
<td>Nursing C.E.s are awarded for each course successfully completed.</td>
<td>More C.E. details can be reviewed in the course descriptions at: <a href="https://my.clevelandclinic.org/departments/nursing/career/wound-ostomy-continence-school#educational-programs-tab">https://my.clevelandclinic.org/departments/nursing/career/wound-ostomy-continence-school#educational-programs-tab</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation certificate awarded upon successful completion of program components.</td>
<td>Graduation certificate awarded upon successful completion of program components.</td>
<td>Graduation certificate awarded upon successful completion of program components.</td>
<td>NO graduation certificate issued.</td>
<td></td>
</tr>
</tbody>
</table>

**PRACTICUM NOTES:**

1. After successful completion of all didactic courses elected, students then have 90 days to complete all offsite practicum requirements or 60 days to complete all onsite practicum requirements. The last two weeks are allotted to schedule / take / pass each specialty course exam for graduation.

2. If electing an offsite clinical option, then students are responsible to locate and secure a board certified WOC preceptor and clinical site. All preceptor application packets and the clinical affiliation agreement documentation must be into the school by the posted “final date to complete all enrollment requirements” for each cohort noted on the annual class schedule.
MISSION / VISION / PHILOSOPHY

Mission

The R.B. Turnbull, Jr. MD School of WOC Nursing Education accepts the responsibility for promoting the mission of Cleveland Clinic “we strive to be the world’s leader in patient experience, clinical outcomes, research and education” (Cleveland Clinic, 2015). Our content reflects the mission of the WOCN® by “promoting educational, clinical and research opportunities to advance the practice and guide the delivery of expert healthcare to individuals with wound, ostomy, and continence concerns” (WOCN®, 2015).

Vision

The WOC nursing education program of Cleveland Clinic are the premier providers of WOC education. A variety of strategies are incorporated for providing such to all levels of healthcare providers, novice to advanced, as well as to the community.

Philosophy

The foundation of our curriculum is evidenced-based and holistic in nature. It is designed to provide tools for nurses who provide comprehensive care and education of patients with wound, ostomy, and continence care needs. As future leaders in WOC nursing, our students are encouraged through discussion, didactic education, projects, and clinical experiences to identify their role as clinician, educator, consultant, and contributor to the body of WOC nursing knowledge.

Overall Program Objectives

1. Apply concepts of gastrointestinal, genitourinary, and integumentary anatomy and physiology to the care of people with wound, ostomy, and continence care concerns.
2. Relate pathophysiology, diagnostic tests, and medical and surgical management options for the care of people with wound, ostomy, and continence care concerns.
4. Formulate effective verbal, written, and electronic communication with other healthcare professionals, patients, families, and the community.
5. Demonstrate increasing clinical expertise in caring for patients with wound, ostomy, and continence problems.
Step 1: Select a WOC Class and Adhere to All Required Dates for Enrollment

Our annual Class Schedule has been prepared to assist applicants with restricted enrollment timeline information as well as class dates. Any questions regarding this schedule should be directed to Teresa Warnke, Admissions & WOC Program Coordinator, at 216-317-7163 (work mobile); or WOCschool@ccf.org.

### 2020 CLASS SCHEDULE

* * * Dates Subject to Change * * *

**IMPORTANT NOTES: “Before the Final Date to Complete Enrollment Requirements”** - Applicants must have finalized ALL four enrollment requirements as indicated below. Failure to finalize these four enrollment requirements by the designated date will result in the applicant’s registration automatically being withdrawn.

Classes fill quickly and seating is limited and secured on a first come, first served basis by fully finalizing all assigned RedCarpet enrollment tasks. Thus, it is extremely important that you create your RedCarpet student account and complete your assigned registration tasks as quickly as possible.

<table>
<thead>
<tr>
<th>WINTER Cohort</th>
<th>Start Date</th>
<th>End Date</th>
<th>REGISTRATION OPENS</th>
<th>LAST DATE APPLICATION FORMS CAN BE ACCEPTED *</th>
<th>FINAL DATE TO COMPLETE ALL ENROLLMENT REQUIREMENTS **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concepts</td>
<td>1-6-20</td>
<td>2-2-20</td>
<td>9-2-19</td>
<td>10-25-19</td>
<td>11-22-19</td>
</tr>
<tr>
<td>Wound</td>
<td>2-10-20</td>
<td>3-8-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ostomy</td>
<td>3-16-20</td>
<td>4-12-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continence</td>
<td>4-20-20</td>
<td>5-17-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum</td>
<td>40-120 hours; begin after didactic completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER Cohort</th>
<th>Start Date</th>
<th>End Date</th>
<th>REGISTRATION OPENS</th>
<th>LAST DATE APPLICATION FORMS CAN BE ACCEPTED *</th>
<th>FINAL DATE TO COMPLETE ALL ENROLLMENT REQUIREMENTS **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concepts</td>
<td>4-20-20</td>
<td>5-17-20</td>
<td>12-2-19</td>
<td>1-31-20</td>
<td>3-6-20</td>
</tr>
<tr>
<td>Wound</td>
<td>5-25-20</td>
<td>6-21-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ostomy</td>
<td>6-29-20</td>
<td>7-26-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continence</td>
<td>8-3-20</td>
<td>8-30-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum</td>
<td>40-120 hours; begin after didactic completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL Cohort</th>
<th>Start Date</th>
<th>End Date</th>
<th>REGISTRATION OPENS</th>
<th>LAST DATE APPLICATION FORMS CAN BE ACCEPTED *</th>
<th>FINAL DATE TO COMPLETE ALL ENROLLMENT REQUIREMENTS **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concepts</td>
<td>8-3-20</td>
<td>8-30-20</td>
<td>3-16-20</td>
<td>5-15-20</td>
<td>6-19-20</td>
</tr>
<tr>
<td>Wound</td>
<td>9-7-20</td>
<td>10-4-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ostomy</td>
<td>10-12-20</td>
<td>11-8-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continence</td>
<td>11-16-20</td>
<td>12-13-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum</td>
<td>40-120 hours; begin after didactic completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CLINICALS**

**Select one of two options:**
1. offsite (own area)
2. onsite (will be assigned by us to a N.E. Ohio Cleveland Clinic hospital site.

**Refer to our annual Clinical Schedule for onsite dates in N.E., Ohio**

Begin after ALL didactic coursework is completed:
- 40 hours for one specialty course
- 80 hours for two specialty courses
- 120 hours for three specialty courses

90 days to complete offsite clinical hours, coursework, and exam(s).

60 days to complete onsite clinical hours, coursework, and exam(s).
This annual Clinical Cohort Schedule has been prepared to assist applicants, who elect an **ONSITE** clinical experience at Cleveland Clinic, to determine when a clinical experience will begin. Any questions regarding this schedule should be directed to Teresa Warnke, Admissions & WOC Program Coordinator, at 216-317-7163 (work mobile); or WOCschool@ccf.org.

### 2020 **ONSITE** CLINICAL COHORT SCHEDULE

*** Dates Subject to Change***

### *** This is an optional clinical experience to be completed in one of Cleveland Clinic’s Northeast, Ohio, locations (assigned by us) when a student does not wish to elect a clinical experience in his/her own geographical area. ***

<table>
<thead>
<tr>
<th>Winter Cohort Clinicals</th>
<th>Class End Date</th>
<th>Clinical Start Date</th>
<th>Clinical End Date</th>
<th>Number of Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wound (single scope)</td>
<td>3-8-20</td>
<td>3-23-20</td>
<td>3-27-20</td>
<td>40</td>
</tr>
<tr>
<td>Ostomy (single scope)</td>
<td>4-12-20</td>
<td>5-4-20</td>
<td>5-8-20</td>
<td>40</td>
</tr>
<tr>
<td>Wound &amp; Ostomy (dual scope)</td>
<td>4-12-20</td>
<td>4-27-20 – W</td>
<td>5-1-20 – W</td>
<td>80</td>
</tr>
<tr>
<td>Wound or Ostomy and Continence (dual scope)</td>
<td>5-17-20</td>
<td>6-8-20 – W</td>
<td>6-12-20 – W</td>
<td>80</td>
</tr>
<tr>
<td>WOC (full scope) – Group 1 (8 students)</td>
<td>5-17-20</td>
<td>6-8-20</td>
<td>6-26-20</td>
<td>120</td>
</tr>
<tr>
<td>WOC (full scope) – Group 2 (8 students)</td>
<td>5-17-20</td>
<td>7-13-20</td>
<td>7-31-20</td>
<td>120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Cohort Clinicals</th>
<th>Class End Date</th>
<th>Clinical Start Date</th>
<th>Clinical End Date</th>
<th>Number of Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wound (single scope)</td>
<td>6-21-20</td>
<td>7-13-20</td>
<td>7-17-20</td>
<td>40</td>
</tr>
<tr>
<td>Ostomy (single scope)</td>
<td>7-26-20</td>
<td>8-24-20</td>
<td>8-28-20</td>
<td>40</td>
</tr>
<tr>
<td>Wound &amp; Ostomy (dual scope)</td>
<td>7-26-20</td>
<td>8-17-20 – W</td>
<td>8-21-20 – W</td>
<td>80</td>
</tr>
<tr>
<td>Wound or Ostomy and Continence (dual scope)</td>
<td>8-30-20</td>
<td>9-14-20 – W</td>
<td>9-18-20 – W</td>
<td>80</td>
</tr>
<tr>
<td>WOC (full scope) – Group 1 (8 students)</td>
<td>8-30-20</td>
<td>9-14-20</td>
<td>10-2-20</td>
<td>120</td>
</tr>
<tr>
<td>WOC (full scope) – Group 2 (8 students)</td>
<td>8-30-20</td>
<td>10-12-20</td>
<td>10-30-20</td>
<td>120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Cohort Clinicals</th>
<th>Class End Date</th>
<th>Clinical Start Date</th>
<th>Clinical End Date</th>
<th>Number of Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wound (single scope)</td>
<td>10-4-20</td>
<td>10-12-20</td>
<td>10-16-20</td>
<td>40</td>
</tr>
<tr>
<td>Ostomy (single scope)</td>
<td>11-8-20</td>
<td>11-16-20</td>
<td>11-20-20</td>
<td>40</td>
</tr>
<tr>
<td>Wound &amp; Ostomy (dual scope)</td>
<td>11-8-20</td>
<td>11-9-20 – W</td>
<td>11-13-20 – W</td>
<td>80</td>
</tr>
<tr>
<td>WOC (full scope) – Group 1 (8 students)</td>
<td>12-13-20</td>
<td>1-11-21</td>
<td>1-29-21</td>
<td>120</td>
</tr>
<tr>
<td>WOC (full scope) – Group 2 (8 students)</td>
<td>12-13-20</td>
<td>2-8-21</td>
<td>2-26-21</td>
<td>120</td>
</tr>
</tbody>
</table>

**IMPORTANT “ONSITE” CLINICAL INFORMATION:**

1. **Clinical Participation** – A clinical experience will include successful demonstration of a student’s WOC nursing skills. Clinical experiences at Cleveland Clinic are varied and complex with one of the highest patient acuities in the nation. Working closely with assigned preceptors, students will receive hands-on experience in caring for patients with intestinal and urinary stomas, urinary and fecal incontinence, acute and chronic wounds, cutaneous fistula, and other related skin conditions.
3. **Fees** – Cleveland Clinic does **not** charge for an onsite clinical experience. However, travel, transportation and parking fees, meals, and lodging costs are an out-of-pocket expenditure for the student and not included in the cost of tuition.

4. **Clinical Dates / Hours** – Clinical hours are scheduled Monday – Friday from 8 a.m. until 5 p.m. No clinicals time is scheduled on Saturday or Sunday.

5. **Housing / Transportation / Travel** – It is the student’s responsibility to make his/her own travel, transportation, and housing arrangements and pay for these expenditures. **Housing arrangements should not be made before we provide you with your clinical schedule which denotes your assigned clinical location(s).**

6. **Clinical Dress Code** – A white nurses’ uniform and shoes or uniform of Visiting Nurse Agency if you are in homecare. All students must have a white lab coat or jacket (long or short). Cleveland Clinic ID badge (issued on your first day) must be worn at all times.

7. **Student Ratio**: No more than eight (8) WOC students will be permitted onsite at any one time and no more than sixteen (16) full scope students will be accepted onsite for clinicals per cohort. The school will determine students’ assigned dates at Cleveland Clinic hospitals located in N.E. Ohio and we will provide confirmation of those dates to the student during the prerequisite Concepts course.

### Step 2: Prerequisites, Application, & RedCarpet Automated Enrollment Process

**Prerequisite:**
Applicants must be a legal U.S. resident, who is actively licensed as a registered nurse with a baccalaureate degree (not necessarily in nursing science), and a minimum of one full years’ RN clinical nursing experience.

**Enrollment Application Request Form & $200 Application Fee:**

To start your enrollment process, first complete and submit your WOC online enrollment application request form and $200 nonrefundable application fee at:


At the end of the application process, you will be routed to our secure payment website to remit your $200 nonrefundable application fee. We must receive your $200 along with your application **before** you 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. Wait time for your email generally is five 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](mailto:WOCschool@ccf.org). *(This is the preferred and fastest method of ensured delivery to us.)*
- 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.)* *(This method does not always ensure delivery to us.)*

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 onsite preceptor. Once you secure a preceptor, ensure that s/he completes the online preceptor’s application and submit his/her preceptor credentialing documentation to us. All preceptors must be approved by the cohort’s Final Date to Complete ALL Enrollment Requirements as indicated on the class schedule in Step 1: Select a WOC Class and Adhere to All Required Dates for Enrollment above. (Also refer to Step 3: Offsite Clinicals: Preceptor & Clinical Affiliation Agreements/Contracts for specific instructions.)

Automated RedCarpet-Silkroad Enrollment System:

NOTE: Classes fill quickly and seating is limited and secured on a first come, first served basis by fully finalizing all assigned RedCarpet enrollment tasks. Thus, it is 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: applicant will review and print: 1) welcome letter, 2) class schedule/enrollment dates/preceptor and clinical requirements, 3) list of required enrollment documents, and 4) attestation form.

Sequence 2: applicant 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 | 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.)

- 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 $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).
- 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 Medical Form (Immunizations & Health Assessment) for completion. This form can be accessed in your RedCarpet enrollment event or on our school’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).
- Immunizations or titers within the last 10 years for measles (Rubeola), German measles (Rubella), chicken pox (Varicella), Tdap (Tetanus, Diptheria, Pertussis) booster.
- Hepatitis B vaccine/immunity (or signed waiver assuming the risk of exposure).
- 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 216-317-7163.)
**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.

**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.

**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.

**Sequence 6:** RedCarpet emails the student a notice to complete his/her COMET clinical policy and procedure modules.

**Sequence 7:** (Internal Process) RedCarpet alerts the WOC Nursing office’s administration when applicants’ enrollment tasks have been successfully completed. All uploaded documents, by the applicant, will be reviewed to ensure his/her documents meet the program’s enrollment requirements. After review, the school 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 the school’s secure payment website. You must pay your tuition, in full, prior to your class’ Final Date to Complete ALL Enrollment Requirements posted in Step 1: Select a WOC Class and Adhere to All Required Dates for Enrollment

**Sequence 9:** Two weeks before the first day of class, RedCarpet will release to the student 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 school 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.

**Step 3:** Clinical Offsite Preceptors & Clinical Contracts (applies only to students, who are completing clinicals in their own geographical area)

(If you wish to complete your practicum onsite at a Cleveland Clinic location (Northeast OH), please select this option on your application request form or email us notice at WOCschool@ccf.org. We will assign your N.E., Ohio location based upon preceptor availability.)

If making the election to complete clinicals in your own geographical area, then it is the students’ responsibility 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) Cleveland Clinic’s preceptor application link below, 2) the list of preceptor credentialing documentation required with their application, 3) Cleveland Clinic’s clinical affiliation agreement template, and 4) agreement instruction sheet. (These links are provided in the box below or you may acquire the information off our school’s website at: www.clevelandclinic.org/wocschool, under the “registration” tab.)

Refer additional notes below:
Notes:

1) 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 School of WOC Nursing education’s program fees.

2) The clinical affiliation agreement approval process on average takes up to six months to negotiate between both legal parties. So, your preceptor’s application and required credentialing documentation must be submitted the school before the class’ Final Date to Complete ALL Enrollment Requirements. (Refer to Step 1 - Select a WOC Class and Adhere to All Required Dates for Enrollment)


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 certificate or ID Card


Clinical Instruction Sheet at: http://my.clevelandclinic.org/ccf/media/Files/nursing/woe/woe-contract-affiliation-agreements.pdf

Step 4: Tuition, Drop Course & Refunds:

If a student engages in academic misconduct or plagiarism and s/he is expelled from the program, the full tuition (and nonrefundable registration fee) will not be refunded.

1. Tuition (and Non-Refundable Registration Fee):

   Fees: Tuition fees are listed below minus the required $200 nonrefundable registration fee.

   Textbook fees are NOT included in tuition fees. Clinical fees, if any, for precepting, travel, transportation and parking, lodging, or meals are NOT included in tuition fees.

   - $3,150 – One specialty course election (wounds, ostomy, or continence) plus prerequisite professional practice concepts
   - $4,725 – Two specialty courses (combination of wounds, ostomy and/or continence) plus prerequisite professional practice concepts
   - $6,300 – Three special courses (includes wounds, ostomy, and continence) plus prerequisite professional practice concepts
   - $1,575 – One additional specialty course (applies to previously elected single or dual scope course elections)

   Tuition Payment Deadline: Tuition payment in full must be received before the class’ posted Final Date to Complete ALL Enrollment Requirements as indicated on the school’s annual class schedule.

   Failure to Receive Tuition, in full, by the Posted Final Date to Complete ALL Enrollment Requirements: If full tuition is not received by the Final Date to Complete ALL Enrollment Requirements, then the student’s enrollment will be automatically withdrawn and the student will need to re-apply when registration opens for the next cohort or any subsequent cohort.
**Online Didactics:**  Tuition varies depending upon the course(s) selected plus a $200 nonrefundable registration fee. (NOTE: Professional practice concepts course is a prerequisite to all course specialty scopes. This prerequisite course need only be taken once.)

**Practicums:** Practicums may be arranged by the student in his/her own geographical area. Any associated preceptor fees are at the student’s own expense and not included in tuition. Or, if a preceptor is not available in the student’s geographical area, the practicum may be completed onsite at Cleveland Clinic (Northeast, Ohio). No clinical precepting fee is charged for using a Cleveland Clinic preceptor in Ohio. However, travel, lodging, parking, transportation fees, and meal expenditures are at the student’s own expense. Travel and housing arrangements should not be made until after clinical details are provided to you. **Practicums are required to be fully completed within 90 days from the last didactic class date.**

**Practicum Extension Fee:** Clinical hours, practicum assignments, and all final exams (scheduled/taken/remediated/passed) must all be completed within **90 days** following successful completion of the last didactic course date. Students, who are unable to complete all course requirements, in the allotted time, should immediately contact his/her instructor to discuss their situation. Your instructor will notify the school’s business office to discuss and review your situation. In the cases of extenuating circumstance, up to two 30 day extensions, at a cost of $300 each, **may be granted by either the WOC Program Director’s and/or the Admissions & WOC Program Coordinator’s discretion** to allow for practicum course completion. Non-communication with your instructor may result in a clinical failure.

2. **How to Drop a Course (or from the program):**

To drop a course (or from the program), the student must submit a written request to WOCschool@ccf.org. Upon receipt of the student’s written withdrawal request, s/he will receive an official Withdrawal Request Form via email. This form must be complete and emailed back to the school (within 48 hours) in order to approve the withdrawal and to process any refund, if granted, to the student.

3. **Refund:**

Dropping from a course (or program) must be received, in writing and sent to WOCschool@ccf.org, at least 30 days prior to the first day of class.

**Withdrawing Registration from the Entire Program Prior to Professional practice concepts Course:**

- If written withdrawal notification from the entire program is received 30 days or more before the first day of the professional practice concepts class, the student will be reimbursed for the full tuition less the nonrefundable registration fee of $200.00.

- If a withdrawal request for the entire program is received less than 30 days prior to the first day of the professional practice concepts class, the student will be reimbursed for tuition less a $1,575 withdrawal penalty and less the $200 nonrefundable registration fee.

**Dropping from the Professional Practice Concepts or any Specialty Track Course:**

- If in the first class and withdrawal is on or after the first day of the class, reimbursement will be 75% of tuition less $1,575 and less the $200 nonrefundable registration fee.

- If in the second class and withdrawal is on or after the first day of the class, reimbursement will be 50% of tuition less $1,575 and less the $200 nonrefundable registration fee.
If in the third class and withdrawal is on or after the first day of the class, reimbursement will be 25% of tuition less $1,575 and less the $200 nonrefundable registration fee.

If in the fourth class and cancellation is on or after the first day of the class, reimbursement is not available for any tuition or fees.

**Step 5: Housing & Transportation Options** *(for onsite clinical rotation at Cleveland Clinic, Ohio)*

**Housing:**

Each student is responsible for choosing and making their own housing arrangements while enrolled in this program. However, **housing arrangements should not be made until you have been provided with your clinical schedule which denotes your assigned clinical location(s) for Northeast, Ohio.** Our Admissions & WOC Program Coordinator will provide you with your assigned clinical dates mid-way through your prerequisite Concepts course. A housing guide, clinical orientation guide, and a final clinical schedule with designated hospital locations will be provided to you approximately 30 days prior to your first clinical start date.

**Transportation:**

If assigned to a Northeast, Ohio, clinical site(s) other than main campus, it may be necessary for you to utilize the RTA busing system, Uber, Lyft, or taxi to obtain your ID badge on the first Monday morning of clinicals; as the badging office for our enterprise is located on main campus. Additionally, there may be 1-3 skills lab days designated throughout your entire clinical experience; which also requires you to travel to our school’s designated classroom on main campus.

**If you are arriving via Cleveland Hopkins International Airport**, then you can obtain limousine and cab service right by the baggage return at the airport. You have a choice of the following transportation:

- **Airport Limousine**  216-267-8282  Call 2-3 days before arrival to guarantee transportation or it may not be available upon arrival at the airport
- **Americab**  216-881-1111  Fares run by the meter
- **Yellow Cab**  216-623-1500  Fares run by the meter

The Rapid Transit Authority (RTA) public busing system can transport you to local attractions while staying in Cleveland or provide you with transportation should you wish to seek alternate housing than the four options listed above. Visit their site to obtain maps, schedules, and rates at: [http://www.riderta.com/](http://www.riderta.com/)

**Step 6: Textbooks, Medical Library and Laptop Computer**

**Textbooks:** Required textbooks for the program are not included in the tuition fee and should be purchased prior to class. The books are available through the [www.wocn.org](http://www.wocn.org) bookstore, through [www.nursingcenter.com](http://www.nursingcenter.com), or [www.Amazon.com](http://www.Amazon.com) and include the following books:

**Concepts Course:**

Wound Course:

Ostomy Course:

Continence Course:

Medical Library: While you are attending didactic classes and through clinicals, you will have access to a limited WOC Nursing library as well as Cleveland Clinic’s online alumni library.

Laptop | Tablet: A laptop computer or tablet is required for all classes. You will be required to access classroom, educational materials, and Cleveland Clinic’s medical alumni library. A computer should be loaded with the following software before the first day of class. You may click on the software links below to install these free downloads to your computer which are provided by the online learning management system’s contracted provider.

### Requirements and Download Resources for Edvance360

#### Minimum Requirements
Firefox or Internet Explorer with Javascript Enabled
Adobe Flash Player

#### Helpful Resources

#### Suggested Requirements
Enabling Javascript for Firefox
Enabling Javascript for Internet Explorer
Java
Windows Media Player
Quicktime Player

Required for taking tests or viewing content that implements BrowserLock: Windows BrowserLock Installer
Or
Latest Mac Installer (10/17)
Mac OS X 10.7+
Mac OS X 10.6 - 10.10 (no longer supported)
Mac OS X 10.4 - 10.5 (no longer supported)

### Step 7: Dress Code for Clinicals

For clinicals onsite at Cleveland Clinic, you are required to wear white nurses uniform scrubs and shoes or if you are in homecare, then the uniform of your Visiting Nurse Agency. All students are required to wear a white lab coat or jacket (long or short). Artificial fingernails, tattoos and body piercing are NOT permitted. On your first day of class, you will have access to the online student handbook which contains the entire Cleveland Clinic Dress Code Policy #213 and Personal Appearance Policy #536.

A Cleveland Clinic student identification badge will be issued on the first day of class. It must be worn above the waist and visible at all times during class as well as clinicals.
All students assigned for onsite Cleveland Clinic clinicals in Northeast Ohio (except at Akron General Medical Center) must report to main campus on your first clinical day at 7:30 am to ID Badge Services to acquire your student ID Badge. Then commute, if necessary, back to your assigned clinical location. **NOTE: Students assigned to clinicals at Akron General Medical Center will be able to obtain their student ID badge directly at this facility.**

For offsite clinicals, check with your preceptor regarding dress code requirements.

**Step 9: Things to Bring to Cleveland**

You should bring the following things with you to Cleveland for onsite classes and/or clinicals.

- If driving, $10.00 parking fee for each day
- Monies for transportation expenditures, if needed, for busing, Uber/Lyft, tax, etc. to and from your clinical site
- Money for meals, snacks, and beverages; or your own packed meal for snacks and lunch
- Laptop computer or i-pad preloaded with the school’s software requirements (refer to Step 6 above in this document)
- White: uniforms, shoes, and lab coat or jacket (long or short)
- Clinical schedule and preceptor directory listing