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We appreciate your interest in Cleveland Clinic's WOC Nursing Education program (WOCNEP). Our enrollment guide's content provides information about our online program options, enrollment prerequisites, steps to enroll, and a link to our online admissions application form.

Our program was established in 1961 as the first WOCNEP of its kind in the world. It is accredited by the Wound, Ostomy, and Continence Nurses' Society™. Our WOCNEP's course content will expire on December 20, 2029. Our curriculum is rooted in evidence and best practices and provides education focused on Professional Practice Concepts in WOC Nursing, Acute & Chronic Wounds, 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 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 persons 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, practicum course options, and a comprehensive final exam for each specialty course. All didactic course work is completed and submitted within the online learning management system (LMS). Course descriptions can be located on our program's website at: [Click Here for Course Descriptions](#).

Prior to enrolling, you should consider all additional costs associated with this program. Such as: textbooks, laptop, and if elected, any clinical fees, which may include: preceptor fees, airfare, housing, food, living expenses, parking and local transportation fees, potentially lost wages, and/or child care.

If you are interested in enrolling, please proceed on to **Step 1: Select a WOC Cohort and Adhere to All Required Dates for Enrollment** You may apply only during the "open enrollment" periods listed and by completing and submitting your online admissions application 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 admissions application form. **Each cohorts' seating fills quickly and once seating has filled to maximum capacity, the online application form automatically will close early until the next cohort's enrollment period opens.**

Upon receipt of your admissions form, and \$200 nonrefundable application fee, the business office will initiate your enrollment event 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 WOC Admissions & Business Office Coordinator, Teresa Warnke, at [WOCSchool@ccf.org](mailto:WOCSchool@ccf.org), or 216-317-7163 (Monday –Thursday, 8 am – 3:30 pm, and Friday 8 am – 10:30 am, EST).

## ENROLLMENT OPTIONS for DIDACTIC & PRACTICUM COURSES

### Page 1

Traditional Pathway: One Specialty Track (6-8 months)	Traditional Pathway: Dual Specialty Track (7-9 months)	Traditional Pathway: Full Scope Specialty Track (8-10 months)	Experiential Pathway (varies; up to 16 weeks) <b>Nursing C.E. program only; NO clinical requirement</b>
<p><b>Enrollment Prerequisites:</b> 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 a 3) have a minimum of one full years' RN clinical experience within the past five years prior to enrolling in this program.</p>			
<p><b>\$200</b> – Nonrefundable Application Fee</p> <p><b>\$3,200</b> – Tuition includes:</p> <p><b>Didactic courses:</b> Choice of one specialty course: wound, ostomy or continence.</p> <p>Prerequisite Course: Professional Practice Concepts in WOC Nursing.</p> <p><b>Practicum course options:</b></p> <ul style="list-style-type: none"> <li>• 40 hour “hands-on” clinical requirement <b>onsite</b> at Cleveland Clinic, or</li> <li>• 40 hour “hands-on” clinical requirement <b>offsite</b> in own area. <b>(Note: must select preceptor and hospital from our program’s approved clinical database.</b></li> <li>• 40 hour split option (24 hours at a clinical site and 16 hours virtual) with a clinical site selection of either <b>onsite</b> at Cleveland Clinic or <b>offsite</b> in own area. <b>(Note for offsite: must select preceptor and hospital from our program’s approved clinical database.</b></li> </ul>	<p><b>\$200</b> – Nonrefundable Application Fee</p> <p><b>\$4,800</b> – Tuition includes:</p> <p><b>Didactic courses:</b> Choice of two specialty courses: wound, ostomy, and/or continence combo.</p> <p>Prerequisite Course: Professional Practice Concepts in WOC Nursing.</p> <p><b>Practicum course options:</b></p> <ul style="list-style-type: none"> <li>• 80 hour “hands-on” clinical requirement <b>onsite</b> at Cleveland Clinic, or</li> <li>• 80 hour “hands-on” clinical requirement <b>offsite</b> in own area. <b>(Note: must select preceptor and hospital from our program’s approved clinical database.</b></li> <li>• 80 hour split option (48 hours at a clinical site and 32 hours virtual) with a clinical site selection of either <b>onsite</b> at Cleveland Clinic or <b>offsite</b> in own area. <b>(Note for offsite: must select preceptor and hospital from our program’s approved clinical database.</b></li> </ul>	<p><b>\$200</b> – Nonrefundable Application Fee</p> <p><b>\$6,400</b> – Tuition includes:</p> <p><b>Didactic courses:</b> All three specialty tracks: wound, ostomy, and continence included.</p> <p>Prerequisite Course: Professional Practice Concepts in WOC Nursing.</p> <p><b>Practicum course options:</b></p> <ul style="list-style-type: none"> <li>• 120 hour “hands-on” clinical requirement <b>onsite</b> at Cleveland Clinic, or</li> <li>• 120 hour “hands-on” clinical requirement <b>offsite</b> in own area. <b>(Note: must select preceptor and hospital from our program’s approved clinical database.</b></li> <li>• 120 hour split option (72 hours at a clinical site and 48 hours virtual) with a clinical site selection of either <b>onsite</b> at Cleveland Clinic or <b>offsite</b> in own area. <b>(Note for offsite: must select preceptor and hospital from our program’s approved clinical database.</b></li> </ul>	<p><b>\$200</b> – Nonrefundable Application Fee</p> <p><b>Didactic course options:</b></p> <p><b>\$3,200</b> - One Track Course <b>\$4,800</b> - Dual Track Course <b>\$6,400</b> - Three Track Course</p> <p>Tuition varies depending upon the number of specialty courses elected and includes the prerequisite course, Professional Practice Concepts in WOC Nursing.</p> <p><b>Practicum course:</b></p> <p><b>NO PRACTICUM COURSE.</b></p>
Each didactic course is four weeks in length with a one week break in between courses.	Each didactic course is four weeks in length with a one week break in between courses.	Each didactic course is four weeks in length with a one week break in between courses.	Each didactic course is four weeks in length with a one week break in between courses.

## ENROLLMENT OPTIONS for DIDACTIC & PRACTICUM COURSES

### Page 2

Traditional Pathway: One Specialty Track (6 months)	Traditional Pathway: Dual Specialty Track (7 months)	Traditional Pathway: Full Scope Specialty Track (8 months)	Experiential Pathway (varies; up to 16 weeks) <b>Nursing C.E. program only; NO clinical requirement</b>
One final comprehensive exam	Two final comprehensive exams	Three final comprehensive exams	No comprehensive exams.
Graduation meets requirements to apply and sit for WOCNCB administered credentialing exam.	Graduation meets requirements to apply and sit for WOCNCB administered credentialing exams.	Graduation meets requirements to apply and sit for WOCNCB administered credentialing exams.	<b>Not considered a graduate of this program. Student must meet the WOCNCB's "experiential pathway" requirements to apply and sit for certification</b> credentialing exam(s). Visit the WOCNCB's website for more details.
Nursing C.E.s are awarded for each didactic course successfully completed. More C.E. details can be reviewed in the course descriptions at: <a href="#">Click Here for Course Descriptions</a> .			
Certificate of Completion awarded upon successful completion of program components.	Certificate of Completion awarded upon successful completion of program components.	Certificate of Completion awarded upon successful completion of program components.	<b>NOT considered a graduate of this program; NO Certificate of Completion issued.</b>

## How to Determine if the WOCNCB's Traditional Pathway or Experiential Pathway is Right Election for Your Admissions

Traditional Pathway to Certification Exam Eligibility	Experiential Pathway to Certification Exam Eligibility
Current RN licensure	Current RN licensure
Minimum Baccalaureate degree	Minimum Baccalaureate degree
Successful completion of didactic courses & practicum experience from a WOCN® accredited program, for each specialty credential desired.	Minimum 50 continuing education credits plus 1,500 hours direct patient care within the last five years before testing for <b>each</b> specialty credential desired, and 375 hours in each specialty, or a total of 1125 hours, must have occurred within the year prior to application
The Professional Practice Concepts in WOC Nursing course is our prerequisite course prior to the WOC specialty courses.	The Professional Practice Concepts in WOC Nursing course is our prerequisite course prior to the WOC specialty courses.
Suggested option for those wishing to test <i>within one year of successful program completion.</i>	Suggested option for those planning to test <i>a year or more after successful program completion, or already have experience.</i>
Add AP nurse licensing for those wishing to test for AP credentials	Add AP nurse licensing for those wishing to test for AP credentials
<p><b>Elect ONE of the following practicum course options:</b></p> <p><u>Onsite - Cleveland Clinic Option:</u> The program will assign students to Cleveland Clinic's preceptors on main campus in Cleveland, OH. OR</p> <p><u>Offsite Clinical Option:</u> Preceptors and clinical sites must be secured from our program's WOC clinical database* of approved nurses and locations for all clinical experiences in your own geographical area. OR</p> <p><u>Split Clinical Option:</u> 60% of clinical hours completed either onsite or offsite; 40% of hours completed virtually <u>per specialty course.</u></p> <p>(NOTE*: Our WOCNEP's clinical database is separate from the one listed on the WOCN Society's website.) Contact our office at <a href="mailto:WOCschool@ccf.org">WOCschool@ccf.org</a> or 216-317-7163 to make inquiries.</p>	<p><b>NO PRACTICUM COURSE COMPLETION</b></p> <p>N/A</p>

Our WOCNEP is accredited by the WOCN® to provide continuing education in professional practice concepts, wound management, fecal and urinary diversion (ostomy) management, and urinary and fecal incontinence management education towards the role of WOC Nurse specialist. Graduates of the program are eligible for the WOCNCB certification exams.

**Exam eligibility** - licensed RNs with a minimum of a baccalaureate degree combined with successful program completion are eligible for testing. Sixty (60) ANCC contact hours of nursing continuing education are awarded on successful completion of each didactic course. Participants can elect to complete didactic & practicum courses for a certificate of completion from our program, or complete didactic courses that can be combined with clinical experience for certification board testing eligibility.

**Wound, Ostomy, Continence Nurses Society™ (WOCN®) Accreditation** – this means our WOCNEP has been approved by the WOCN® accreditation committee, and meets the minimum standards in providing WOC nursing continuing education based on the WOCN® curriculum blueprint and accreditation manual. Our WOCNEP is a WOCN® accredited program. This accredited program is a separate business entity from the WOCN® Society. WOCN® is the legal abbreviated trade name referring to the society, and should never be used as a credential.

**Wound, Ostomy, Continence Certification Board (CB)** – The WOCNCB is a separate business entity from the WOCN® Society and from our WOCN® accredited program. It is the CB that determines exam eligibility, awards the legally defensible credential based on successfully completed exams, and determines the knowledge level and skills needed for safe practice. **There are two paths to exam eligibility;** the traditional route through successful completion of a WOCN® accredited program, and the experiential route through successful completion of specific continuing education content combined with clinical hours of on-the-job specialty experience. The CB is accredited through the accrediting body to provide the legally defensible credentials based on specific standards of testing and exam eligibility (see [www.wocncb.org](http://www.wocncb.org) for more information).

## Admissions Documents Required Based Upon Your WOCNCB Pathway Elected:

Traditional Pathway to Cert. Exam Eligibility <b>(Practicum Course with Direct Patient Care Clinical)</b>	Experiential Pathway to Cert. Exam Eligibility <b>(no Practicum Course nor Clinical)</b>
Copy of current U.S. nursing licensure report without infractions at <a href="http://www.nursys.com">www.nursys.com</a>	Copy of current U.S. nursing licensure report without infractions at <a href="http://www.nursys.com">www.nursys.com</a>
Official Baccalaureate e-transcripts	Official Baccalaureate e-transcripts
Copy of current CV/resume	Copy of current CV/resume
	<b>NOTE:</b> The following documents are NOT required if electing the Experiential Pathway. There is no clinical requirement, and nursing C.E.'s are awarded upon successful completion of each didactic course elected.
Professional RN liability certificate of insurance <b>with coverage limits of not less than \$1,000,000 per occurrence and \$6,000,000 annual aggregate.</b>	N/A
Copy of personal health care insurance ID card (both front and back sides).	N/A
Copy of active American Heart Association Basic Life Support (BLS) ID card (front and back sides).	N/A
Statement of overall good health from PCP using our Health Assessment Form.	N/A
Copy of current, annual Negative TB test (2-step Mantoux or QuantiFERON TB Gold test) <b>within the past 6 months</b> <b>or</b> chest X-ray (if prior positive results).	N/A
Copies of immunizations <b>or titers within the last 10 years</b> for measles (Rubeola), German measles (Rubella), chicken pox (Varicella), Tdap (Tetanus, Diphtheria, Pertussis) booster. As well as Hepatitis B vaccine/immunity/titer (or signed waiver assuming the risk of exposure).	N/A
Copy of CDC gov't COVID-19 Vaccination Record Card evidencing proof that all required COVID-19 vaccine doses were administered	N/A
Flu vaccine for current year	N/A
Preceptor Application Packet (offsite clinical election only)	N/A
Clinical Affiliation Agreement Template (offsite clinical election only)	N/A
For more details, refer to <b>Step 2: Prerequisites, Application, &amp; RedCarpet Automated Enrollment Process</b> , under the Automated RedCarpet-Silkroad Enrollment System section.	

## Step 1: Select a WOC Cohort and Adhere to All Required Dates for Admissions

Our annual Class Schedule has been prepared to assist applicants with admissions timeline information and class dates. Any questions regarding this schedule should be directed to Teresa Warnke, WOC Admissions & Business Office Coordinator, at 216-317-7163 (work mobile); or [WOCschool@ccf.org](mailto:WOCschool@ccf.org).

### 2023 CLASS SCHEDULE

**\*\*\* Dates Subject to Change\*\*\***

**IMPORTANT NOTES: “Before the Final Date to Complete Enrollment Requirements” - Applicants must have finalized ALL four admissions requirements as indicated below. Failure to finalize these four admissions requirements by the designated date will result in the applicant’s admissions application 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 enrollment onboarding tasks as quickly as possible.**

WINTER Cohort	Start Date	End Date	REGISTRATION OPENS	LAST DATE APPLICATION FORMS CAN BE ACCEPTED *	FINAL DATE TO COMPLETE ALL ENROLLMENT REQUIREMENTS **
Concepts	1-09-23	2-5-23	8-22-22	10-21-22	11-18-22
Wound	2-13-23	3-12-23	<p>*Applications will be accepted until seating is filled to capacity. *Class sizes are limited to maintain quality education</p> <p>** All enrollment requirements include the following: 1) Finalize RedCarpet enrollment onboarding event. 2) Tuition received, in full, <b>BEFORE</b> midnight on 11-17-22. 3) Preceptor application packet received and approved. 4) Clinical affiliation agreement “template” submitted by clinical site to us for legal review and negotiation of terms.</p>		
Ostomy	3-20-23	4-16-23			
Continence	4-24-23	5-21-23			
Practicum	Clinical rotations, if elected, may begin after didactic completion.				
SUMMER Cohort	Start Date	End Date	REGISTRATION OPENS	LAST DATE APPLICATION FORMS CAN BE ACCEPTED	FINAL DATE TO COMPLETE ALL ENROLLMENT REQUIREMENTS **
Concepts	4-24-23	5-21-23	12-2-22	2-3-23	3-10-23
Wound	5-29-23	6-25-23	<p>*Applications will be accepted until seating is filled to capacity. *Class sizes are limited to maintain quality education</p> <p>** All enrollment requirements include the following: 1) Finalize RedCarpet enrollment onboarding event. 2) Tuition received, in full, <b>BEFORE</b> midnight on 3-9-23. 3) Preceptor application packet received and approved. 4) Clinical affiliation agreement “template” submitted by clinical site to us for legal review and negotiation of terms.</p>		
Ostomy	7-3-23	7-30-23			
Continence	8-7-23	9-3-23			
Practicum	Clinical rotations, if elected, may begin after didactic completion.				
FALL Cohort	Start Date	End Date	REGISTRATION OPENS	LAST DATE APPLICATION FORMS CAN BE ACCEPTED	FINAL DATE TO COMPLETE ALL ENROLLMENT REQUIREMENTS **
Concepts	8-7-23	9-3-23	3-27-23	5-26-23	6-23-23
Wound	9-11-23	10-8-23	<p>*Applications will be accepted until seating is filled to capacity. *Class sizes are limited to maintain quality education</p> <p>** All enrollment requirements include the following: 1) Finalize RedCarpet enrollment onboarding event. 2) Tuition received, in full, <b>BEFORE</b> midnight on 6-22-23. 3) Preceptor application packet received and approved. 4) Clinical affiliation agreement “template” submitted by clinical site to us for legal review and negotiation of terms.</p>		
Ostomy	10-16-23	11-12-23			
Continence	11-20-23	12-17-23			
Practicum	Clinical rotations, if elected, may begin after didactic completion.				
<b>PRACTICUM COURSE OPTIONS</b>	<p><b>Elect one of three options:</b></p> <ol style="list-style-type: none"> <li>1. Traditional Pathway - offsite clinical rotation (own area); or</li> <li>2. Traditional Pathway - onsite at Cleveland Clinic, Cleveland, OH; or</li> <li>3. Traditional Pathway – Split Clinical / Virtual Option; or</li> <li>4. Experiential Pathway - No clinicals.</li> </ol>		<p>Clinical hours begin after ALL didactic coursework is successfully completed:</p> <p>40 hours for one specialty course 80 hours for two specialty courses 120 hours for three specialty courses</p> <p><b>90 days to complete all practicum coursework, clinical hours (if elected), and schedule / take / pass each final comprehensive exam(s).</b></p>		



This annual Clinical Schedule has been prepared to assist applicants, who elect an **ONSITE** clinical experience at Cleveland Clinic, to determine when a clinical experience will begin. **Refer to Step 3 –Practicum Course Options** in this Enrollment Guide for more details.) Any questions regarding this schedule should be directed to Teresa Warnke, WOC Admissions & Business Office Coordinator, at 216-317-7163 (work mobile); or [WOCschool@ccf.org](mailto:WOCschool@ccf.org).

## **2023 ONSITE CLINICAL COHORT SCHEDULE**

\* \* \* Dates Subject to Change\* \* \*

**\*\*\* This is an optional, onsite clinical experience to be completed at Cleveland Clinic, Cleveland, Ohio. (CWOCN preceptors shall be assigned by Cleveland Clinic’s WOC clinical team). \*\*\***

<b>Winter Cohort Clinicals</b>	<b>Class End Date</b>	<b>Clinical Start Date</b>	<b>Clinical End Date</b>	<b>Number of Clinical Hours</b>
Wound (single scope)	3-12-23	3-20-23	3-24-23	40
Ostomy (single scope)	4-16-23	5-01-23	5-05-23	40
Wound & Ostomy (dual scope)	4-16-23	4-24-23 – W 5-01-23 - O	4-28-23 – W 5-05-23 - O	80
Wound <u>or</u> Ostomy <u>and</u> Continence (dual scope)	5-21-23	5- <del>30</del> -23 – W 6-05-23 – O 6-12-23 - C	6-03-23 – W 6-09-23 – O 6-16-23 - C	80
WOC (full scope) – <b>Group 1</b> (8 students)	5-21-23	5- <del>30</del> -23	6-16-23	120
WOC (full scope) – <b>Group 2</b> (8 students)	5-21-23	7-10-23	7-28-23	120
<b>Summer Cohort Clinicals</b>	<b>Class End Date</b>	<b>Clinical Start Date</b>	<b>Clinical End Date</b>	<b>Number of Clinical Hours</b>
Wound (single scope)	6-25-23	7-10-23	7-14-23	40
Ostomy (single scope)	7-30-23	8-14-23	8-18-23	40
Wound & Ostomy (dual scope)	7-30-23	8-07-23 – W 8-14-23 - O	8-11-23 – W 8-18-23 - O	80
Wound <u>or</u> Ostomy <u>and</u> Continence (dual scope)	9-03-23	9-11-23 – W 9-18-23 – O 9-25-23 - C	9-15-23 – W 9-22-23 – O 9-29-23 - C	80
WOC (full scope) – <b>Group 1</b> (8 students)	9-03-23	9-11-23	9-29-23	120
WOC (full scope) – <b>Group 2</b> (8 students)	9-03-23	10-2-23	10-20-23	120
<b>Fall Cohort Clinicals</b>	<b>Class End Date</b>	<b>Clinical Start Date</b>	<b>Clinical End Date</b>	<b>Number of Clinical Hours</b>
Wound (single scope)	10-08-23	10-16-23	10-20-23	40
Ostomy (single scope)	11-12-23	12-04-23	12-08-23	40
Wound & Ostomy (dual scope)	11-12-23	11-27-23 – W 12-04-23 - O	12-01-23 – W 12-08-23 - O	80
Wound <u>or</u> Ostomy <u>and</u> Continence (dual scope)	12-17-23	1-8-24 – W 1-15-24 – O 1-22-24 - C	1-12-24 – W 1-19-24 – O 1-26-24 - C	80
WOC (full scope) – <b>Group 1</b> (8 students)	12-17-23	1-08-24	1-26-24	120
WOC (full scope) – <b>Group 2</b> (8 students)	12-17-23	1-29-24	2-16-24	120

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

### Enrollment Pre-requisite:

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 enrollment 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 WOCNEP's secure financial payment system to remit your \$200 non-refundable application fee. **We must receive your \$200 along with your enrollment application before you will be entered into our RedCarpet enrollment system.** RedCarpet will activate the start of your automated enrollment 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](mailto: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](mailto: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 Enrollment Requirements as indicated on the class schedule.** Refer to **Step 1: Select a WOC Cohort and Adhere to All Required Dates for Enrollment** above. (Also refer to **Step 3: Practicum Course Options** for specific instructions.)



## Automated RedCarpet Enrollment 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 enrollment tasks. Thus, it is extremely important that you create your RedCarpet-Silkroad applicant account and complete your assigned enrollment 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/enrollment dates/preceptor and clinical requirements, 3) list of required enrollment documents, 4) attestation form, and 5) CHPE applicant survey demographics.

**Sequence 2:** applicant uploads into RedCarpet each required enrollment 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](http://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](http://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 enrollment 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 **titers within the last 10 years** for measles (Rubeola), German measles (Rubella), chicken pox (Varicella), Tdap (Tetanus, Diphtheria, 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' enrollment 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 Enrollment Requirements posted in ***Step 1: Select a WOC Cohort and Adhere to All Required Dates for Enrollment***

**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.

## Step 3: Practicum Course Options: Experiential vs. Traditional Pathway to WOCNCB certification board exam testing

<p><b>Experiential Pathway</b></p>	<p>No clinical requirement. Nursing C.E.'s are awarded for each successfully completed didactic course elected. Student is not considered a graduate of this program. Prior to admission, the applicant must meet the WOCNCB's "experiential pathway" requirements to apply and sit for certification credentialing exam(s); if desired upon completion of this program. Visit the WOCNCB's website for more details before electing this enrollment option.</p>
<p><b>Traditional Pathway</b></p>	<p><b>Practicum Course offers three options for selection:</b></p> <p>A clinical experience is required and it begins one week after successful completion of ALL didactic courses elected. Practicum course options listed below will be elected on the applicant's admissions application form.</p> <ol style="list-style-type: none"> <li>1) <b>Onsite</b> – 40 hour clinical experience (per specialty course) at Cleveland Clinic's main campus in Cleveland, Ohio. Our clinical scheduling team will assign preceptors, and they will email your clinical schedule to you. <u>Seating is limited and issued on a first come, first served basis at the time of admissions.</u> <p><u>Clinical Dates / Hours</u> – Clinical hours are scheduled Monday – Friday from 8 a.m. until 5 p.m., EST. No clinical time is scheduled on Saturday or Sunday.</p> <p><u>Housing / Transportation / Travel</u> – It is the student's responsibility to make their own travel, transportation, and housing arrangements and pay for all expenditures.</p> </li> <li>2) <b>Offsite</b> – 40 hour clinical experience (per specialty course) to be completed in your own geographical area, <u>but you must select from approved preceptors and clinical sites contained in our program's approved clinical database.</u> Contact us at <a href="mailto:WOCschool@ccf.org">WOCschool@ccf.org</a> to acquire a list of approved preceptors and clinical sites in your area, and be sure to include your state of residence. <p>If the preceptor and/or clinical affiliation agreement requires renewal documentation before the student can be approved to be placed at the selected clinical site, then it is the applicant's responsibility to ensure the preceptor and/or clinical site submits the required documents to our business office <u>before the cohort's registration deadline date outlined on the annual class schedule.</u> The process to renew a preceptor or clinical affiliation agreement is referenced in the next section below.</p> </li> <li>3) <b>Split Option for Onsite or Offsite</b> – Practicum course options and information above (onsite vs offsite) apply. However, only <u>24 hours are required at a clinical site and 16 hours virtually online per specialty course.</u> This option is ideal for those students, who are unable to complete all of the required clinical hours at a clinical site.</li> </ol>

Renewal Documents, if required, for an approved **offsite** clinical placement may be accessed below and this information should be forwarded via emailed to your clinical preceptor.

Preceptor Application: <https://forms.office.com/r/cFeRifXLhw>, and remit the following list of required credentialing documents, within three business days, by either scan/email to [WOCschool@ccf.org](mailto:WOCschool@ccf.org) or fax to 216-445-6343.

- Clinical stats form complete here at: [Clinical Stats Form](#)
- Send copy of current CV or resume
- Send copy of current WOCNCB certificate of ID card
- Send documented evidence of demonstrated completion for at least one of the following: 1) a preceptor workshop, or 2) other structured learning program which includes principles of adult learning, critical teaching strategies, and clinical evaluation methodology, or 3) evidence of prior preceptor or clinical nursing educator experience.

Clinical Affiliation Agreement Template at: <https://my.clevelandclinic.org/-/scassets/files/org/nursing/conferences/woc/woc-clinical-contract-template.pdf?la=en>

Preceptor's Qualifications & Responsibility and Clinical Affiliation Agreement Instructions: <https://my.clevelandclinic.org/-/scassets/files/org/nursing/conferences/woc/woc-contract-affiliation-agreements.pdf?la=en>

## Step 4: Tuition & Practicum Extension Fees | Drop Courses | Tuition Refund Policy

1. **Tuition Fees:** Tuition fees listed below are minus the required \$200 nonrefundable registration fee. **If a student engages in academic misconduct or plagiarism and s/he is expelled from the program, the full tuition (and non-refundable registration fee) will not be refunded.** Textbook fees, clinical or precepting fees, travel, transportation, parking, lodging, and meals are NOT included in tuition fees.
  - \$3,200 – One specialty course (elect wounds, ostomy, or continence) plus prerequisite professional practice concepts
  - \$4,800 – Two specialty courses (combination of wounds, ostomy and/or continence) plus prerequisite professional practice concepts
  - \$6,400 – Three special courses (includes wounds, ostomy, and continence) plus prerequisite professional practice concepts
  - \$1,600 – 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 our program's annual academic 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 applicant's enrollment will be automatically withdrawn and the applicant will need to re-apply when registration re-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 in WOC Nursing course is a prerequisite to all course specialty scopes. This prerequisite course need only be taken once.)

**Practicums:** Depending upon your practicum course selection, associated clinical or preceptor fees, travel, housing and meals are at the student's own expense and not included in tuition. 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 first day of the practicum course.**

**Practicum Course Extension Fee:** Clinical hours, practicum assignments, and all final exams (scheduled/taken/remediated/passed) must all be completed within 90 days from the first day of the practicum course. Students, who are unable to complete all course requirements, in the allotted time, should immediately contact his/her instructor to discuss their situation. As non-communication with your instructor regarding the need for a practicum extension may result in a clinical failure. Your instructor will notify the program's business office to discuss and review your situation. **Up to two, 30-day extensions, at a cost of \$400 each, may be granted to allow for practicum course completion.** Students, who request an extension must contact the program's business office at [WOCschool@ccf.org](mailto:WOCschool@ccf.org) three to five business days prior to the scheduled practicum course closure date to acquire payment instructions. Payments received after the final date of the practicum course closure will not be accepted; no exceptions, no extension will be granted, and it will be considered a course failure. Thereby, prohibiting program completion and issuance of a Certificate of Completion for WOCNCB testing via the Traditional Pathway.

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

To drop a course (or from the program), the student must submit a timely, written request to [WOCschool@ccf.org](mailto: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 program's business office (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](mailto:WOCschool@ccf.org). Upon receipt of the student's written withdrawal request, they will receive an official Withdrawal Request Form via email. This form must be complete and emailed back to our program's business office (within 48 hours) in order to approve the withdrawal and to process any refund, if granted, to the student.

**Withdrawing Enrollment from the Entire Program Prior to Professional Practice Concepts in WOC Nursing Course:**

- If written withdrawal notification from the entire program is received prior to the first day of the prerequisite Professional Practice Concepts class, the student will be reimbursed for the full tuition less the non-refundable registration fee of \$200.00.

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

- If student fails the prerequisite Professional Practice Concepts Course, and is unable to proceed into the specialty courses, s/he will be refunded 100% of the tuition paid for the elected specialty track courses.
- If in the first class and withdrawal is on or after the first day of the class, reimbursement will be 75% of tuition less \$1,600 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 \$1,600 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 \$1,600 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.

***Step5: Housing Options (only needed for onsite clinical rotations at Cleveland Clinic, Cleveland, Ohio)***

**Housing:** Each student is responsible for choosing and making his/her own housing arrangements while enrolled in this program. For onsite clinicals at Cleveland Clinic, the clinical scheduling team will email you, thirty days prior to your first clinical date, a housing guide, clinical orientation guide, and your clinical schedule.

***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:

## **REQUIRED TEXTBOOKS:**

**Wound Course:** McNichol, L., Ratliff, C. & Yates, S. (Eds.) (May, 2022). *WOCN® core curriculum: Wound management* (2<sup>nd</sup> ed.) Wolters Kluwer Health ISBN# 9781975164591.

**Ostomy Course:** Carmel, J., Colwell, J., & Goldberg, M. (Eds.) (May, 2022). *WOCN® core curriculum: Ostomy management* (2<sup>nd</sup> ed.) Wolters Kluwer Health ISBN# 978-1975164560.

**Continence Course:** Ermer-Seltun, J. & Engberg, S. (Eds.) (May, 2022). *WOCN® Core Curriculum: Continence management* (2<sup>nd</sup> ed.) Wolters Kluwer Health ISBN# 9781975164546.

## **RECOMMENDED - ADDITIONAL RESOURCE TEXTBOOKS:**

### **(Pre-requisite) Concepts in Professional Practice & Wound Courses:**

Baranoski & Ayello. (Eds.) (2020). *Wound care essentials: Practice principles* (5<sup>th</sup> ed.) Wolters Kluwer ISBN# 9781975128883

Bryant & Nix (2016) *Acute & chronic wounds: Current management concepts* (5<sup>th</sup> ed.) Elsevier ISBN# 9780323316217

**Medical Library:** While you are attending online classes, 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. Your computer should be loaded with the following software requirements before the first day of class.

### **Software Requirements for the Edvance 360 Online Classroom**

Microsoft Word & PowerPoint software are required. (NOTE: Google Docs is not permissible to use for coursework submission of completed assignments due to CyberSecurity Threats)

Google Chrome or Firefox internet browser is required.

Accessibility to a laptop webcam for proctored exams. Maybe student's own webcam or at local public library.

On the day of scheduled exam(s), the student will be required to download the proctoring services' proprietary and encrypted web browser. The proctoring service provider will provide instructions and access to their browser on the day of scheduled exam(s).

Student must possess ability to navigate through and to utilize all software and hardware required in order to complete program coursework requirements.