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 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 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, practicum course options, as well as a comprehensive final exam for each 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: https://my.clevelandclinic.org/departments/nursing/career/wound-ostomy-continence-school#educational-programs-tab.

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 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 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 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 application form, and $200 nonrefundable application fee, the school 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, or 216-317-7163 (Monday – Friday, 8 am – 3:30 pm, EST).
# DIDACTIC & PRACTICUM COURSE ENROLLMENT OPTIONS

<table>
<thead>
<tr>
<th>Traditional Pathway: One Specialty Track (5 months)</th>
<th>Traditional Pathway: Dual Specialty Track (6 months)</th>
<th>Traditional Pathway: Full Scope Specialty Track (7 months)</th>
<th>Experiential Pathway (varies; up to 16 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Prerequisites:</strong> 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>$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>$3,150 – Tuition includes:</td>
<td>$4,725 – Tuition includes:</td>
<td>$6,300 – Tuition includes:</td>
<td>$3,150 - One Track Course $4,725 - Dual Track Course $6,300 - Three Track Course</td>
</tr>
<tr>
<td><strong>Didactic courses:</strong> Choice of one specialty course: wound, ostomy or continence.</td>
<td><strong>Didactic courses:</strong> Choice of two specialty courses: wound, ostomy, and/or continence combo.</td>
<td><strong>Didactic courses:</strong> All three specialty tracks: wound, ostomy, and continence included.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite Concepts in Professional Mgmt. course.</td>
<td></td>
<td>Prerequisite Concepts in Professional Mgmt. course.</td>
</tr>
<tr>
<td><strong>Practicum course options:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 40 hour “virtual” nonclinical requirement with virtual case studies, skill reviews, video demos, etc.</td>
<td>• 80 hour “virtual” nonclinical requirement with virtual case studies, skill reviews, video demos, etc.</td>
<td>• 120 hour “virtual” nonclinical requirement with virtual case studies, skill reviews, video demos, etc.</td>
<td>Tuition varies depending upon the number of specialty courses elected and includes the prerequisite Concepts in Professional Mgmt. course.</td>
</tr>
<tr>
<td>• 40 hour “hands-on” clinical requirement <strong>onsite</strong> at Cleveland Clinic.</td>
<td>• 80 hour “hands-on” clinical requirement <strong>onsite</strong> at Cleveland Clinic.</td>
<td>• 120 hour “hands-on” clinical requirement <strong>onsite</strong> at Cleveland Clinic.</td>
<td><strong>NO PRACTICUM COURSE.</strong></td>
</tr>
<tr>
<td>• 40 hour “hands-on” clinical requirement <strong>offsite</strong> in own area. (Note: must select preceptor and hospital from our program’s approved clinical database.)</td>
<td>• 80 hour “hands-on” clinical requirement <strong>offsite</strong> in own area. (Note: must select preceptor and hospital from our program’s approved clinical database.)</td>
<td>• 120 hour “hands-on” clinical requirement <strong>offsite</strong> in own area. (Note: must select preceptor and hospital from our program’s approved clinical database.)</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></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>
</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>
</tr>
<tr>
<td>Nursing C.E.s are awarded for each course successfully completed. 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>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>
</tr>
</tbody>
</table>
# Traditional Pathway vs. Experiential Pathway

## How to Choose?

<table>
<thead>
<tr>
<th>Traditional Pathway to Certification Exam Eligibility</th>
<th>Experiential Pathway to Certification Exam Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current RN licensure</td>
<td>Current RN licensure</td>
</tr>
<tr>
<td>Minimum Baccalaureate degree</td>
<td>Minimum Baccalaureate degree</td>
</tr>
<tr>
<td>Successful completion of didactic courses &amp; practicum experience from a WOCN® accredited program, for each specialty credential desired.</td>
<td>Minimum 50 continuing education credits plus 1,500 hours direct patient care within the last five years before testing for each specialty credential desired.</td>
</tr>
<tr>
<td>The Professional Practice Concepts course is the prerequisite to the specialty courses.</td>
<td>The Professional Practice Concepts course is the prerequisite to the specialty courses.</td>
</tr>
<tr>
<td>Suggested option for those wishing to test within one year of successful program completion.</td>
<td>Suggested option for those planning to test a year or more after successful program completion, or already have experience.</td>
</tr>
<tr>
<td>Add AP nurse licensing for those wishing to test for AP credentials</td>
<td>Add AP nurse licensing for those wishing to test for AP credentials</td>
</tr>
</tbody>
</table>

**Virtual Option (no direct patient care clinicals required):**
The virtual course consists of completing a selection of case study reviews for assessment and plan of care determinations, content/skill reviews and post-tests, written assignments, and video demonstrations of key WOC nursing skills.

**Onsite - Cleveland Clinic Option:** The program will assign students to our WOC preceptors on our Cleveland Clinic main campus in Cleveland, OH.

**Offsite Clinical Option:** Preceptors and clinical sites must be utilized from Cleveland Clinic’s WOC clinical database of approved nurses and locations for all clinical experiences in your own geographical area.

*(NOTE: Cleveland Clinic’s clinical database is separate from the one listed on the WOCN Society’s website.)* Contact our office at WOCschool@ccf.org or 216-317-7163 to acquire more information.

**NO PRACTICUM COURSE**

The R.B. Turnbull, Jr. MD School of WOC Nursing Education is accredited by the WOCN® to provide continuing education on professional practice, 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 certification exams.

**Exam eligibility** - licensed RNs with a minimum of a baccalaureate degree combined with successful program completion are eligible 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 courses and the practicum course for a certificate of graduation from this 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 the school 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. The R.B. Turnbull, Jr. MD School of WOC Nursing Education is a WOCN® accredited program. The accredited school 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 the WOCN® accredited school. 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 school, and the experiential route through successful completion of specific continuing education content combined with clinical hours of on-the-job specialty experience (refer to the table above for details). The CB is accredited through the … Accrediting body to provide the legally defensible credentials based on specific standards of testing and exam eligibility (also see [www.wocncb.org](http://www.wocncb.org) for more information).

### Enrollment Documents Required:

**Traditional Pathway vs. Experiential Pathway**

<table>
<thead>
<tr>
<th>Traditional Pathway to Certification Exam Eligibility (Practicum Course with Direct Patient Care Clinical)</th>
<th>Traditional Pathway to Certification Exam Eligibility (Virtual Practicum Course; NO direct patient care)</th>
<th>Experiential Pathway to Certification Exam Eligibility (no Practicum Course nor Clinical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Baccalaureate transcripts</td>
<td>Official Baccalaureate transcripts</td>
<td>Official Baccalaureate transcripts</td>
</tr>
<tr>
<td>Copy of current CV/resume</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Professional RN liability certificate of insurance with coverage limits of not less than $1,000,000 per occurrence and $6,000,000 annual aggregate.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Copy of personal health care insurance ID card (both front and back sides).</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Copy of active American Heart Association Basic Life Support (BLS) ID card (front and back sides).</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Statement of overall good health from PCP using our Health Assessment Form.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Copy of current, annual Negative TB test (2-step Mantoux or QuantIFERON TB Gold test) or chest X-ray (if prior positive results).</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Copies of immunizations or titers within the last 10 years for measles (Rubella), 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).</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Copy of CDC govt COVID-19 Vaccination Record Card evidencing proof that all required COVID-19 vaccine doses were administered</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Flu vaccine for current year</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Preceptor Application Packet (offsite clinical only)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Clinical Affiliation Agreement “Template (offsite clinical only)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

For more details, refer to [Step 2: Prerequisites, Application, & RedCarpet Automated Enrollment Process](#), under the Automated RedCarpet-Silkroad Enrollment System section.
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, WOC Admissions & Business Office Coordinator, at 216-317-7163 (work mobile); or WOCschool@ccf.org.

### 2022 CLASS SCHEDULE

**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.

**WINTER Cohort**

<table>
<thead>
<tr>
<th>Concepts</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></td>
<td>1-10-22</td>
<td>2-6-22</td>
<td>8-23-21</td>
<td>10-22-21</td>
<td>11-19-21</td>
</tr>
<tr>
<td>Wound</td>
<td>2-14-22</td>
<td>3-13-22</td>
<td>*Applications will be accepted until seating is filled to capacity. *Class sizes are limited to maintain quality education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Ostomy         | 3-21-22    | 4-17-22  | **All enrollment requirements include the following:  
1) Finalize RedCarpet enrollment onboarding event. 
2) Tuition paid, in full, **BEFORE 11-19-21.** 
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. |
| Continence     | 4-25-22    | 5-22-22  | Practicum          | Clinical rotations, if elected, may begin after didactic completion. |

**SUMMER Cohort**

<table>
<thead>
<tr>
<th>Concepts</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></td>
<td>4-25-22</td>
<td>5-22-22</td>
<td>12-6-21</td>
<td>2-4-22</td>
<td>3-11-22</td>
</tr>
<tr>
<td>Wound</td>
<td>5-30-22</td>
<td>6-26-22</td>
<td>*Applications will be accepted until seating is filled to capacity. *Class sizes are limited to maintain quality education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Ostomy         | 7-4-22     | 7-31-22  | **All enrollment requirements include the following:  
1) Finalize RedCarpet enrollment onboarding event. 
2) Tuition paid, in full, **BEFORE 3-11-22.** 
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. |
| Continence     | 8-8-22     | 9-4-22   | Practicum          | Clinical rotations, if elected, may begin after didactic completion. |

**FALL Cohort**

<table>
<thead>
<tr>
<th>Concepts</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></td>
<td>8-8-22</td>
<td>9-4-22</td>
<td>3-28-22</td>
<td>5-27-22</td>
<td>6-24-22</td>
</tr>
<tr>
<td>Wound</td>
<td>9-12-22</td>
<td>10-9-22</td>
<td>*Applications will be accepted until seating is filled to capacity. *Class sizes are limited to maintain quality education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Ostomy         | 10-17-22   | 11-13-22 | **All enrollment requirements include the following:  
1) Finalize RedCarpet enrollment onboarding event. 
2) Tuition paid, in full, **BEFORE 6-24-22.** 
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. |
| Continence     | 11-21-22   | 12-18-22 | Practicum          | Clinical rotations, if elected, may begin after didactic completion. |

**PRACTICUM COURSE OPTIONS**

| Elect one of three options:  
1. “virtual”; not a live patient based experience;  
2. “direct patient care either offsite (own area); or onsite at Cleveland Clinic.  
Refer to our annual Clinical Schedule for onsite dates in N.E., Ohio  
3. No clinicals; experiential pathway |
|-------------------------|------------------|------------------|-----------------------------------------------------------------|
| Clinical hours 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 all practicum coursework, clinical hours (if elected), and schedule / take / pass each final comprehensive exam(s). |

**OPENS**

- 5-22-22
- 11-29-21
- 8-23-21
- 11-19-21
- 3-11-22
- 6-24-22
- 11-19-21
- 3-11-22
- 6-24-22
- 11-19-21
- 3-11-22
- 6-24-22
- 11-19-21
- 3-11-22
- 6-24-22
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- 3-11-22
- 6-24-22
- 11-19-21
- 3-11-22
- 6-24-22
- 11-19-21
- 3-11-22
- 6-24-22
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. (NOTE: Students’ COVID clinical screening process may prohibit the student from completing a direct patient care clinical experience. In this situation, the student will be automatically transferred to the Traditional Pathway’s “virtual” practicum course. Refer to Step 3 – Clinical 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.

### **2022 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 the clinical teams). ***

<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>3-13-22</td>
<td>3-21-22</td>
<td>3-25-22</td>
<td>40</td>
</tr>
<tr>
<td>Ostomy (single scope)</td>
<td>4-17-22</td>
<td>5-02-22</td>
<td>5-06-22</td>
<td>40</td>
</tr>
<tr>
<td>Wound &amp; Ostomy (dual scope)</td>
<td>4-17-22</td>
<td>5-25-22 – W</td>
<td>5-02-22 - O</td>
<td>80</td>
</tr>
<tr>
<td>Wound or Ostomy and Continence (dual scope)</td>
<td>5-22-22</td>
<td>5-31-23 – W</td>
<td>6-06-22 – O</td>
<td>80</td>
</tr>
<tr>
<td>WOC (full scope) – Group 1 (8 students)</td>
<td>5-22-22</td>
<td>5-31-22</td>
<td>6-17-22</td>
<td>120</td>
</tr>
<tr>
<td>WOC (full scope) – Group 2 (8 students)</td>
<td>5-22-22</td>
<td>7-11-22</td>
<td>7-29-22</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>6-26-22</td>
<td>7-11-22</td>
<td>7-15-22</td>
<td>40</td>
</tr>
<tr>
<td>Ostomy (single scope)</td>
<td>7-31-22</td>
<td>8-15-22</td>
<td>8-19-22</td>
<td>40</td>
</tr>
<tr>
<td>Wound &amp; Ostomy (dual scope)</td>
<td>7-31-22</td>
<td>8-08-22 – W</td>
<td>8-12-22 – W</td>
<td>80</td>
</tr>
<tr>
<td>Wound or Ostomy and Continence (dual scope)</td>
<td>9-04-22</td>
<td>9-12-22</td>
<td>9-30-22 - C</td>
<td>80</td>
</tr>
<tr>
<td>WOC (full scope) – Group 1 (8 students)</td>
<td>9-04-22</td>
<td>9-12-22</td>
<td>9-30-22</td>
<td>120</td>
</tr>
<tr>
<td>WOC (full scope) – Group 2 (8 students)</td>
<td>9-04-22</td>
<td>10-3-22</td>
<td>10-22-22</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>10-09-22</td>
<td>10-10-22</td>
<td>10-14-22</td>
<td>40</td>
</tr>
<tr>
<td>Ostomy (single scope)</td>
<td>11-13-22</td>
<td>12-05-22</td>
<td>12-09-22</td>
<td>40</td>
</tr>
<tr>
<td>Wound or Ostomy and Continence (dual scope)</td>
<td>12-18-22</td>
<td>1-3-23 – W</td>
<td>1-07-23 – W</td>
<td>80</td>
</tr>
<tr>
<td>WOC (full scope) – Group 1 (8 students)</td>
<td>12-18-22</td>
<td>1-03-23</td>
<td>1-21-23</td>
<td>120</td>
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<tr>
<td>WOC (full scope) – Group 2 (8 students)</td>
<td>12-18-22</td>
<td>1-24-23</td>
<td>2-11-23</td>
<td>120</td>
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Step 2: Prerequisites, Admissions Application, & Automated Enrollment Process

Prerequisite:
An applicant 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 financial payment website to remit your $200 nonrefundable application fee. We must receive your $200 along with your enrollment 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 up to 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. Transcripts must be emailed directly from your college university to our business office.
   • If your university utilizes an online electronic clearinghouse for e-transcript submissions, please instruct them to email transcripts to WOCschool@ccf.org. This is the necessary method of delivery to us. As we work out of our home/residential offices, and we cannot acquire paper transcripts.
   • 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 your inquiry to 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 students’ responsibility to contact the preceptor and clinical site to secure a clinical placement at that facility, and to ensure all clinical required paperwork is in order. Notification of a secured placement must be given to our business office for the student’s clinical records.

All students must secure a preceptor and clinical site before 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 enrollment tasks with 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 four 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.)

(Note: if electing the virtual practicum course 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 transcripts. No health or immunization, BLS, health insurance, nor RN liability insurance is required.)


- 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 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) within the past 6 months.

- Immunizations or titers within the last 10 years for measles (Rubeola), German measles (Rubella), chicken pox (Varicella), Tdap (Tetanus, Diptheria, 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 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. (NOTE: not required for the virtual practicum option)

**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 MYLEARNING user account and will release to the student some MYLEARNING clinical policy modules for completion. (NOTE: not required for the virtual practicum option)

**Sequence 6:** RedCarpet emails the student a notice to complete his/her MYLEARNING clinical policy and procedure modules. (NOTE: not required for the virtual practicum 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 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 Options

<table>
<thead>
<tr>
<th>Experiential Pathway</th>
<th>Traditional Pathway</th>
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<tr>
<td>Student will not be considered 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 before electing this enrollment option.</td>
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**NOTE:** If a clinical sites’ COVID-19 clinical policy excludes you from a direct hands-on patient care clinical experience, then you automatically will be placed in the Traditional Pathway’s “virtual” practicum course. Or, you may elect the Experiential Pathway to WOCNCB cert testing, and not complete any the practicum course requirements.

### Practicum Course Options:

A clinical experience begins one week after successfully completion of ALL didactic online courses elected. Practicum course options listed below are selected on the admissions application form.

1) **Virtual** - no direct patient care involved. The virtual course consists of completing a selection of case study reviews for assessment and plan of care determinations, content/skill reviews and post-tests, written assignments, and video demonstrations of key WOC nursing skills by Cleveland Clinic’s CWOCN’s.

2) **Onsite** - clinical experience at a Cleveland Clinic’s main campus in N.E. Ohio. Our clinical preceptors will make your arrangements. Seating is limited and issued on a first come, first served basis.

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

   - **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 and you’ve passed your COVID-19 clinical pre-screening questionnaire requirements.

3) **Offsite** - clinical experience in your own geographical area, but must select from approved preceptors and clinical sites in our Cleveland Clinic WOC clinical database. Contact us at WOCschool@ccf.org to acquire a list of approved preceptors and clinical sites, and be sure to include your state of residence.

If the preceptor and/or clinical affiliation agreement requires renewal documentation before the student can be approved and placed at the selected clinical site, then it is the student’s responsibility to ensure the preceptor and/or clinical site submits the required documents to our business office before the cohort’s registration deadline date outlined on the annual class schedule. The process to renew a preceptor or clinical affiliation agreement is referenced in the next section below.

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

Preceptor Application: [Click Here to Access the Preceptor Application](#), and remit the following list of required credentialing documents, within three business days, to [WOCschool@ccf.org](mailto:WOCschool@ccf.org) or fax to 216-445-6343 to support application.

- 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: [Click Here to Access Clinical Affiliation Agreement Template](#)

Preceptor’s Qualifications & Responsibility and Clinical Affiliation Agreement Instructions: [Click Here for Instruction Sheet](#)
Step 4: Tuition Fees & Tuition Refunds | Drop Program or Courses

Withdrawal from Program Procedure

Students must submit written documentation in the form of an e-mail to WOCschool@ccf.org of the intent to withdraw from the program.

Tuition & Practicum Fees | Drop Courses | Tuition Refunds 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 nonrefundable registration fee) will not be refunded. Textbook fees, clinical or precepting fees, travel, transportation, parking, lodging, and meals are NOT included in tuition fees.

- $3,150 – 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 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 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: 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 last didactic class date.
Practicum Course 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. As non-communication with your instructor regarding the need for a practicum extension may result in a clinical failure. Your instructor will notify the school’s business office to discuss and review your situation. Up to two, 30-day extensions, at a cost of $350 each, may be granted to allow for practicum course completion. Students, who request an extension must contact the school’s business office at 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 graduation and issuance of a graduation certificate.

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. 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. 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.

**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 professional practice concepts class, the student will be reimbursed for the full tuition less the nonrefundable registration fee of $200.00.

**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 Options (only 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, your clinical preceptor 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 bookstore, through www.nursingcenter.com, or www.amazon.com and include the following books:

REQUwocn TEXTBOOKS:


RECOMMENDED - ADDITIONAL RESOURCE TEXTBOOKS:

(Pre-requisite) Concepts Course & Wound Course:


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 web cam for proctored exams. Maybe student’s own webcam or at local public library.

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