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 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 $3,000,000 annual aggregate.** (You may obtain more information on purchasing this insurance from the Nurses Services Organization, www.nso.com, 159 E County Line Rd., Hatboro, PA 19040, phone (800) 247-1500. If you are covered by your employer’s insurance policy, your Human Resources representative will need to provide a signed letter verifying that you are covered while a student enrolled in the program and state the coverage limits.)

- Copy of personal health care insurance ID card (both front and back sides).

- Copy of active American Heart Association Basic Life Support (BLS) ID card (front and back sides).

**To complete the next five requirements, provide your PCP or NP with our Medical Form (Immunizations & Health Assessment) for completion. This form can be accessed in your RedCarpet enrollment event or on our school’s website.**

- Statement of overall good health from primary care physician.

- Negative TB test (2-step Mantoux or QuantiFERON TB Gold test) or chest X-ray (if prior positive results) **within the past 6 months.**

- Immunizations or **titer 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.

- 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.