

Step 2: Admission Requirements & Process

Admission Requirements:

Applicants must meet the following criteria to be considered for admission:

1. Be actively licensed as Registered Nurse in the U. S. with a baccalaureate degree or higher.
2. Non-nursing baccalaureate degree holders must demonstrate competencies in health assessment, leadership and management, research and statistics, and community health nursing.
3. Have one year RN clinical experience following RN licensure.
4. Have current clinical nursing experience within the last 5 years prior to application.
5. Provide documentation in currency of clinical nursing experience within the last 5 years: current, active practice, completion of a nurse refresher course or a clinical performance examination.
6. Ability to attend program's didactic classes and to complete a clinical rotation in the U.S. without a student VISA. Cleveland Clinic's WOC Nursing education program is unable to sponsor student VISAs.

Admission Application & \$200 Non-Refundable Admission Application Fee:

To start your admission process, first complete and submit your online admission application e-form and \$200 non-refundable admission fee at: [Admission Application](#)

At the end of your application process, you will be routed to our program's secure financial payment system to remit your \$200 non-refundable application fee. **We must receive your \$200 along with your admission application before you are entered into our Rival admission onboarding system.** Rival will activate the start of your automated admission onboarding process, and the system will send you a welcome email with your applicant user account information and admission instructions. Wait time for your email generally is up to three business days.

Next Steps while you await your Rival welcome email and admission onboarding instructions:

- Order your official college e-transcripts and have them **emailed** directly from your college university's online transcript clearinghouse to our program at WOCschool@ccf.org. **This is the necessary method of delivery, and we cannot accept paper transcripts mailed to a physical address.**

If your university does not utilize an online transcript clearinghouse, then kindly call our business office (216-317-7163) first before you place your transcript order with your university. We will provide you with an alternate submission resolution.

- Ensure your resume or CV is current. You will be required to upload it into your Rival admission onboarding event. Resumes and CVs are thoroughly reviewed to ensure that you meet all admission requirements.
- If you elect to complete a clinical in your own state of residence, **then you must utilize an approved clinical site and preceptor from our program's clinical database.** To obtain a list of approved clinical sites and preceptors, email us an inquiry for your state of residence to WOCschool@ccf.org.

After you acquire the list of approved preceptors and clinical sites from us, it is your responsibility to actively contact preceptors to secure your clinical placement. **All applicants must secure a preceptor and clinical site before the cohort's Final Date to Complete ALL Admission Requirements as indicated on the class schedule.** Refer to [Step 1: Select a WOC Cohort and Adhere to All Required Dates for Admission](#) above. (Also refer to [Step 3: Practicum Course Options](#) for specific instructions.)

- Your practicum course with a clinical rotation election requires you to have an active, unencumbered, nursing license **in the state where your clinical will be completed.**

You must provide (upload in Rival) proof of licensure for the state of clinical. If you hold a multi-state license, verify the license allows you to practice in the state of your clinical before providing (uploading into Rival).

If you are not licensed in the state where your clinical will be completed, then review your licensure options and notations below:

- Option one - Apply now for a nursing license in the state where you will be completing your clinical rotation. Please note obtaining an out-of-state license can take between 4-16 weeks depending on the state.
- Option two – Apply for a multistate license if it includes the state where you will be completing your clinical rotation. Please note obtaining a multi-state license can take between 4-16 weeks depending on the state.
- Option three - Choose another approved clinical site in a state where you are licensed.

NOTES:

- **Nursing licensure applications do take time. Apply now for your licensure as quickly as possible because you will not be able to start your clinical rotation without the appropriate state nursing license.** Temporary issued licenses may not cover your clinical rotation period. Ensure you apply for and receive a full state license in the state of your clinical.
- A clinical rotation must be started in coordination with the start of your final, 12-week, practicum course. Any delays in the start of your clinical rotation may result in your inability to complete this program within the required timeframe via the Traditional Pathway to WOCNCB credentialing. In this situation, you could be switched to the Experiential Pathway to WOCNCB credentialing and not be able to complete your clinical component.
- An advanced practice nursing license is not required for WOC nursing clinicals.