



Clinic Clinic - Main Hospital – 1,437 Beds



Clinic Clinic - Main Campus - 165 Acres

**R.B. TURNBULL JR., MD SCHOOL OF WOC NURSING &
ANN GOLDSTEIN ONLINE SCHOOL OF WOC NURSING**
9500 Euclid Ave | HS1-500G | Cleveland, Ohio 44195

Phone: (216) 444-5966 FAX: (216) 445-6343 Email: WOCSchool@ccf.org Website: www.clevelandclinic.org/wocschool

Dear Applicant,

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

Our program was established in 1961 as the first WOC Nursing program in the world. It is guided by the curriculum criteria of the Wound, Ostomy, and Continence Nurses' Society. The program 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 WOC program prepares you to play a vital role in pre- and post-operative management of a person with an ostomy; to be instrumental in the prevention and treatment of pressure ulcer injury, fistula, and other skin disorders; and to be a specialist in the care of patients with urinary and fecal incontinence. You'll acquire the necessary knowledge and skills to provide patients with effective psychological support, discharge planning, rehabilitative counseling and follow-up care.

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

Online options exist to acquire certification in one, two, or all three specialty tracks; which range from an 8 week up to a 16 week didactic class instruction. Each specialty course elected is four weeks in duration with a one week break in between courses. A minimum of 40 clinical hours is required for one specialty course certification; 80 hours for a dual scope; or 120 hours for all three. After successful completion of all didactic courses elected, students then have three months to complete all practicum requirements, and to complete course exams.

Practicum options include: 1) offsite (completing clinicals in your own geographical area), or 2) onsite (completing clinicals on Cleveland Clinic's main campus in Cleveland, Ohio). If electing an offsite option, then students are responsible to locate a board certified WOC preceptor and clinical site. If electing to complete clinicals onsite at Cleveland Clinic, we will make your preceptor and clinical scheduling arrangements. However, you will be responsible to locate and make your housing and travel arrangements.

Prior to enrolling, you should consider all additional costs associated with this program. Such as: textbooks, laptop or i-pad, exam proctoring fees, and any offsite preceptor fees. For an onsite Cleveland Clinic clinical experience additional costs include: U.S. Visa (international students), housing, food, and living expenses, and potentially lost wages.

If you are interested in enrolling, please select a cohort in [Step 1: Select a WOC Class and Adhere to the Registration Deadline Date](#), and apply during the "open enrollment" period listed by completing and submitting your online enrollment application request form located in [Step 2: Program Prerequisites and Required Enrollment Documentation](#). As well as paying your \$200 nonrefundable application fee online when you submit your application form. Upon receipt of your application form and \$200 application fee, the school will initiate your registration process in our automated RedCarpet-Silkroad onboarding system. RedCarpet will email you a user account and it will provide you with instructions to complete all your enrollment requirements by the class' posted "registration close date" (Refer to [Step 1: Select a WOC Class and Adhere to the Registration Deadline Dates](#)).

If you have any questions about our program, please directly contact our program coordinator, Teresa Warnke, at WOCSchool@ccf.org.

Sincerely,



Linda Stricker, MSN/Ed, RN, CWOCN
Director, WOC Nursing Education

MISSION / VISION / PHILOSOPHY

Mission

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

Vision

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

Philosophy

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

Overall Program Objectives

1. Apply concepts of gastrointestinal, genitourinary, and integumentary anatomy and physiology to the care of people with wound, ostomy, and continence care concerns.
2. Relate pathophysiology, diagnostic tests, and medical and surgical management options for the care of people with wound, ostomy, and continence care concerns.
3. Plan for patient and family education and rehabilitation in a variety of practice settings related to wound, ostomy, and continence care concerns.
4. Formulate effective verbal, written, and electronic communication with other healthcare professionals, patients, families, and the community.
5. Demonstrate increasing clinical expertise in caring for patients with wound, ostomy, and continence problems.

Step 1: Select a WOC Class and Adhere to the Registration Dates

Our annual Class Schedule has been prepared to assist applicants with start and end dates for registration as well as for classes. Any questions regarding this schedule should be directed to Teresa Warnke, WOC Program Coordinator, at 216-444-5966 or WOCschool@ccf.org.

2018 ONLINE CLASS SCHEDULE

*** Dates Subject to Change***

IMPORTANT: "By the Registration Closes Date":

A. All RedCarpet enrollment tasks must be completed before the registration close date and tuition paid. Failure to finalize RedCarpet tasks and/or remit tuition in full will result in the applicant's registration automatically being transferred to the next available cohort (i.e., Winter / Summer / Fall).

B. If the maximum number of seats per cohort fills before the posted Registration Close date below, then the school will close registration earlier than noted.

WINTER Cohort	Start Date	End Date	REGISTRATION OPENS	REGISTRATION CLOSES (refer to important note above)
Concepts	1-8-18	2-4-18	8-7-17	12-15-17
Wound	2-12-18	3-11-18		
Ostomy	3-19-18	4-15-18		
Continence	4-23-18	5-20-18		
Clinical	Begin after didactic completion	40-120 hours		
SUMMER Cohort	Start Date	End Date	REGISTRATION OPENS	REGISTRATION CLOSES (refer to important note above)
Concepts	4-23-18	5-20-18	11-27-17	3-30-18
Wound	5-28-18	6-24-18		
Ostomy	7-2-18	7-29-18		
Continence	8-6-18	9-2-18		
Clinical	Begin after didactic completion	40-120 hours		
FALL Cohort	Start Date	End Date	REGISTRATION OPENS	REGISTRATION CLOSES (refer to important note above)
Concepts	8-6-18	9-2-18	2-26-18	7-13-18
Wound	9-10-18	10-7-18		
Ostomy	10-15-18	11-11-18		
Continence	11-19-18	12-16-18		
Clinical	Begin after didactic completion	40-120 hours		
CLINICALS	Elect one of two options: 1. offsite (own area) 2. onsite at Cleveland Clinic (in Cleveland, OH) Refer to the following clinical schedule for onsite dates in Cleveland, OH		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	

This annual Clinical Cohort Schedule has been prepared to assist applicants, who elect an **ONSITE** clinical experience at Cleveland Clinic, to determine when his/her clinical experience will begin. Any questions regarding this schedule should be directed to Teresa Warnke, WOC Program Coordinator, at 216-444-5966 or WOCschool@ccf.org.

2018 ONSITE CLINICAL COHORT SCHEDULE

* * * Dates Subject to Change* * *

***** This is an optional clinical experience to be completed on Cleveland Clinic’s main campus in Cleveland, Ohio, when a student does not elect a clinical experience in his/her own geographical area. *****

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

IMPORTANT INFORMATION:

- When do Clinicals Start?** - A clinical experience begins only after: 1) successfully completion of all didactic online courses.
- Clinical Participation** – A clinical experience will include successful demonstration of a student’s WOC nursing skills. Clinical experiences at Cleveland Clinic are varied and complex with one of the highest patient acuties in the nation. Working closely with assigned preceptors, U.S. students will receive hands-on experience in caring for patients with intestinal and urinary stomas, urinary and fecal incontinence, acute and chronic wounds, cutaneous fistula, and other related skin conditions. International students, due to legal liability, however, only will be permitted observation with an assigned preceptor.

3. Fees – Cleveland Clinic does **not** charge for an onsite clinical experience. However, travel, meals, and lodging costs are an out-of-pocket expenditure for the student and not included in the cost of tuition.
4. Clinical Dates / Hours – Clinical hours are scheduled Monday – Friday from 8 a.m. until 5 p.m. No clinicals time is scheduled on Saturday or Sunday.
5. Housing / Travel – It is the student’s responsibility to make his/her own travel and housing arrangements and pay for these expenditures.
6. Clinical Dress Code – A white nurses’ uniform and shoes or uniform of Visiting Nurse Agency if you are in homecare. All students must have a white lab coat or jacket (long or short). Cleveland Clinic ID badge (issued on your first day) must be worn at all times.
7. Full scope (all three specialty course) students: No more than eight (8) full scope, WOC students will be permitted onsite at any one time and no more than sixteen (16) full scope students will be accepted onsite for clinicals per cohort. The school will determine students’ assigned onsite clinical dates and will provide confirmation of those dates to the student during the prerequisite Concepts course.

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

Prerequisite:

Applicants must be actively licensed as a registered nurse with a baccalaureate degree (not necessarily in nursing science), and a minimum of one 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:

<http://survey.clevelandclinic.org/TakeSurvey.aspx?SurveyID=84027n5M>

At the end of the application process, you will be routed to our secure payment website to remit your \$200 nonrefundable application fee. We must receive your \$200 along with your application **before** you will be entered into our automated RedCarpet enrollment system. RedCarpet will activate the start of your automated enrollment process and the system will email you a welcome letter with your student user account information and instructions. Wait time for your email generally is 3-7 business days.

As you await your RedCarpet-Silkroad email, you should proceed with the next three steps:

- A) Order and submit your official, sealed college transcripts to our school’s office. All transcripts must be sent directly from your college university.
 - If your university utilizes an online electronic clearinghouse for transcript submissions, please instruct them to email transcripts to WOCschool@ccf.org.
 - If transcripts will be mailed, send to: WOC Nursing Education, 9500 Euclid Avenue, HS1-500G, Cleveland, OH 44195. (*It is extremely important to include the HS1-500G mail code.*)
- B) Ensure your resume or CV is current. As you will be required to upload a current version of it into the RedCarpet-Silkroad system.
- C) If completing clinicals in your own geographical area, source and secure your offsite preceptor. Once you secure a preceptor, then have him/her complete the online preceptor’s application and submit his/her preceptor credentialing documentation to us. All preceptors must be approved by the cohort’s Registration Close date as indicated on the class schedule in [Step 1: Select a WOC Class and Adhere to the Registration Deadline Dates](#) above. (Also refer to [Step 4: Offsite Clinicals: Preceptor & Clinical Affiliation Agreements/Contracts](#) for specific instructions.)

Automated RedCarpet-Silkroad Enrollment System:

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

Upon receipt of your RedCarpet welcome email, immediately create your user account and log in. **All tasks are in a locked and loaded sequence of events.** So, you must fully complete the first set of tasks before RedCarpet will generate the next series of tasks to you. The task sequences for your completion will be as follows:

Sequence 1: applicant will review and print: 1) welcome letter, 2) class schedule/registration open & close dates/preceptor and clinical requirements, 3) list of required enrollment documents, and 4) TOEFL English test notice (the TOEFL only applies to international students; refer to [*Step 3: TOEFL Test*](#) for more details).

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, RedCarpet will email notices requesting renewal documents be submitted to us.)

- Copy of current U.S. nursing licensure report without infractions. **For U.S. residents,** go to the Nursys verification site at: <https://www.nursys.com/LQC/LQCterms.aspx>. Print/save a copy of your report. **For international students,** simply upload a copy of your nursing license
- Copy of current CV/resume
- Professional RN liability certificate of insurance **with coverage limits of not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate.** (You may obtain more information on purchasing this insurance from the Nurses Services Organization, www.nso.com, 159 E County Line Rd., Hatboro, PA 19040, phone (800) 247-1500. If you are covered by your employer's insurance policy, your Human Resources representative will need to provide a signed letter verifying that you are covered while a student enrolled in the program and state the coverage limits.)
- Copy of personal health care insurance ID card (both front and back sides).
- Copy of active American Heart Association Basic Life Support (BLS) ID card (front and back sides).

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

- Statement of overall good health from primary care physician.
- Negative TB test (2-step Mantoux or QuantiFERON TB Gold test) **or** chest X-ray (if prior positive results)
- Immunizations or titers **within the last 10 years** for measles (Rubeola), German measles (Rubella), chicken pox (Varicella), Tdap (Tetanus, Diphtheria, Pertussis) booster
- Hepatitis B vaccine/immunity (or signed waiver assuming the risk of exposure)
- Flu vaccine for current year. (All students who complete practicums between October 1 and March 31 must remit evidence of the current year's annual flu vaccine. A religious or medical exemption can be requested; forms are available from our school's office. Please contact us at 216-444-5966.)

Sequence 3: Next RedCarpet generates to the student an electronic CBI (criminal background investigation) and a HIPAA compliance form for completion. As soon as the student completes and submits both forms, RedCarpet alerts Cleveland Clinic's internal security administrative services (SAS) department to obtain a CBI report on the applicant.

Sequence 4: RedCarpet releases several Cleveland Clinic human resources' nursing *administrative* policies and procedures for the student to read and then sign off on an electronic attestation form. During this step, an international student, who is traveling to Cleveland, OH, for clinicals, will be required to upload a copy of his/her Homeland Security I-94 card. (Refer to [step 6: Visas \(for international students\)](#))

Sequence 5: (Internal Process) Once a clear CBI report is obtained (in sequence 3), the SAS team sends a RedCarpet alert to Cleveland Clinic's human resources department. Who will create a student COMET user account and will release to the student some COMET *clinical* policy modules for completion.

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

Sequence 7: (Internal Process) RedCarpet alerts the WOC Nursing office's administration when applicants' enrollment tasks have been successfully completed. All uploaded documents, by the applicant, will be reviewed to ensure his/her documents meet the program's enrollment requirements. After review, the school will email the applicant a letter of acceptance into the program.

Sequence 8: Your tuition payment task will release to you with an embedded link to the school's secure payment website. You must pay your tuition, in full, prior to your class' registration close date posted in [Step 1: Select a WOC Class and Adhere to the Registration Deadline Dates](#).

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: TOEFL Test (*requirement for all international applicants, who reside outside of the United States*)

It is our sincere desire to welcome international nurses to our program and we strive to ensure their success throughout this intense course of study. A TOEFL test measures the ability of an applicant to comprehend and speak the English language as it is spoken in a classroom setting. The test, given in four sections, measures how well one reads, listens, speaks, and writes in English as well as using these skills together. An applicant must achieve a **minimum score of 60** on the internet based test or **500** on the paper based test.

Access to the TOEFL test may be acquired through this website link: <http://www.toefl.org> After successful completion, please print your final TOEFL test results, and upload it into your RedCarpet TOEFL enrollment task.

Step 4: Clinical Offsite Preceptors & Clinical Contracts (*applies only to students, who are completing clinicals in their own geographical area*)

(If you wish to complete your practicum instead onsite at Cleveland Clinic (Cleveland, OH), please select this option on your application request form or email us notice at WOCschool@ccf.org.)

If making the election to complete clinicals in your own geographical area, then it is the students' responsibility to locate and contract with an approved offsite preceptor (in your geographical area). A preceptor must be WOCNCB certified in the area(s) precepting you. Preceptor searches can be accomplished through the WOCN at www.wocn.org via their preceptor search option at: <http://www.wocn.org/?PreceptorDirectory>.

While contacting potential preceptors, you should ensure the individual meets the following requirements:

- RN with a baccalaureate degree
- Current WOCNCB certificated
- Have at least one year full-time clinical experience as a WOC Nurse
- Adequate patient census to provide patient diversity, complexity and volume for your learning experience documented by statistics

Once an individual has agreed to precept you, you should forward (via email) to him/her: 1) Cleveland Clinic's preceptor application link below, 2) the list of preceptor credentialing documentation required with their application, 3) Cleveland Clinic's clinical affiliation agreement template, and 4) agreement instruction sheet. (These links are provided in the box below or you may acquire the information off our school's website at: www.clevelandclinic.org/wocschool, under the "registration" tab.)

Notes:

- 1) A preceptor may charge for his/her service. All financial arrangements made between you and your preceptor are separate from the R.B. Turnbull Jr., MD WOC Nursing education's program fees.
- 2) The clinical affiliation agreement approval process on average takes three to four months to negotiate between both legal parties. So, your preceptor's application and required credentialing documentation must be submitted the school before the class' registration close date. (Refer to [Step 1: Select a WOC Class and Adhere to the Registration Deadline Dates](#))
- 3) International Students: If electing an onsite practicum in the US, you will not be permitted a "hands on" clinical experience due to liability issues. Your clinicals will be permitted in an observational only capacity.

Preceptor Application at: <http://survey.clevelandclinic.org/TakeSurvey.aspx?SurveyID=8402684>

All off-site preceptors are required to submit the following credentialing documentation:

- Preceptor application, with clinical stats, and current CV/resume
- Copy of current WOCNCB certificate or ID Card

Clinical Affiliation Agreement at:

http://my.clevelandclinic.org/ccf/media/Files/Digestive_Disease/woc-packet/WOC-clinical-contract-template-rev03-6-12.pdf

Clinical Instruction Sheet at:

<http://my.clevelandclinic.org/ccf/media/Files/nursing/woc/woc-contract-affiliation-agreements.pdf>

Step 5: Tuition, Drop Course & Refunds:

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

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

Fees (effective 1/1/2018): Tuition fees are listed below minus the required \$200 nonrefundable registration fee. Textbooks are NOT included in tuition fees. Clinical fees, if any, for precepting, travel, lodging, or meals are NOT included in tuition fees.

- \$3,150 – One course/scope election (wounds, ostomy, or continence) & concepts course
- \$4,725 – Two course/scope election (combination of wounds, ostomy or continence) & concepts
- \$6,300 – Three course/scope election (includes wounds, ostomy, or continence) & concepts
- \$1,575 – One additional course (applies to previously elected single and dual scope tracks)

Tuition Payment Deadline: Tuition payment in full must be received before the class' posted registration close date as indicated on the school's annual class schedule. This date generally is three weeks before the first day of class.

Failure to Receive Tuition, in full, by the Posted Deadline Date: If full tuition is not received by the registration close date, then the student's enrollment will be transferred to the next class session (i.e., cohort), if a seat is available.

Online Didactics: Tuition varies depending upon the course(s) selected **plus** a \$200 nonrefundable registration fee. (NOTE: Concepts course is a prerequisite to all course specialty scopes. This prerequisite course need only be taken once.)

Practicums: Practicums may be arranged by the student in his/her own geographical area. Any associated preceptor fees are at the student's own expense and not included in tuition. Or, if a preceptor is not available in the student's geographical area, the practicum may be completed onsite at Cleveland Clinic. No clinical precepting fee is charged for using a Cleveland Clinic preceptor in Cleveland, OH, main campus. However, travel, lodging, and meal expenditures are at the student's own expense. **Practicums are required to be fully completed within 90 days from the last didactic class date.**

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

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

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

3. **Refund:**

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

Withdrawing Registration from the Entire Program Prior to Concepts Course:

- If written withdrawal notification from the entire program is received 30 days or more before the first day of the Concepts class, the student will be reimbursed for the full tuition less the nonrefundable registration fee of \$200.00.
- If a withdrawal request for the entire program is received less than 30 days prior to the first day of the Concepts class, the student will be reimbursed for tuition less a \$1,000 withdrawal penalty and less the \$200 nonrefundable registration fee.

Dropping from the 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 \$1,000 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 \$1,000 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 \$1,000 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 6: Visas *(only for international students)*

International students, who reside outside the United States, must have a valid entry United States Visa/passport. There are exceptions for individuals who are **NOT** required to have an entry Visa. These individuals are either Canadian citizens who are entering the United States from the Western Hemisphere or citizens of Bermuda.

Any student attending the WOC Nursing Education program at the Cleveland Clinic is required to obtain a Business/Visitor's Visa (B-1); NOT a Student Visa. A Student Visa application requires a Form I-20A-B from the educational college/school (i.e., the Cleveland Clinic) traveling to attend. The WOC Nursing Education program at the Cleveland Clinic is not a collegiate program and thus, we cannot provide a Form I-20A-B.

Contact the nearest [U.S. Embassy or Consulate](#) for specific details on how to obtain a Visa. There may be a wait time of several weeks or a few months to acquire your Visa for travel to the United States. Please ensure that you have adequate time to acquire your Visa prior to your first scheduled date of class.

More Visa information can be obtained from the U.S. Department of State's Travel website at:

[http://travel.state.gov/United States Visa/temp/types/types_1265.html](http://travel.state.gov/United_States_Visa/temp/types/types_1265.html)

When you receive your Visa, you will be issued an I-94 card from U.S. Homeland Security. This card signifies that your criminal background has been investigated and a copy of this card is required to meet your enrollment requirements in the WOC program.

Step7: Housing & Transportation Options *(for onsite students)*

Housing:

Each student is responsible for choosing and making their own housing arrangements while enrolled in this program.

Due to parking limitations on our main campus, we suggest that you find housing in either close proximity to the school, with shuttle service, or connection to the Euclid Avenue "Healthline" bus service.

Follow are some local housing options that are in close proximity to the WOC school/classroom or provide shuttle service. ***"Housing information has been provided as a service to our students. The Cleveland Clinic and the WOC Nursing Education Program do not endorse or recommend any specific location.*** All housing and transportation to and from the classroom should be arranged before you arrive for your first day of class.

- 1. Cleveland Clinic has a "Student Housing Coordinator" available to assist you in reviewing housing, location, and discounted pricing options. The Coordinator's contact number is 216-444-1876, or email studenthousing@ccf.org. Or, choose from the housing options provided below.**
2. Holiday Inn Cleveland Clinic (situated on Cleveland Clinic's main campus)
Website: [Click Here for Holiday Inn Cleveland Clinic website](#)
Address: 8650 Euclid Avenue, Cleveland, OH 44106
Phone: 216-707-4200 or to make reservations at: 844-748-2877
3. Intercontinental Suites Hotel (situated on Cleveland Clinic's main campus)
Website: [Click Here for Intercontinental Suites Hotel](#)
Address: 8800 Euclid Ave, Cleveland, OH 44106
Phone: 216-707-4300

4. (Doubletree by Hilton) Tutor Arms Hotel (two blocks away from the school and clinical site; hotel provided free shuttle service to campus or it is within easy walking distance)
Website: [Click Here for the Doubletree Hilton's Tutor Arms Hotel](#)
Address: 10660 Carnegie Avenue, Cleveland, OH 44106
Phone: 216-455-1260

Transportation:

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

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

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

Step 8: 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 or through www.nursingcenter.com and include the following:

Concepts Course (e-book):

Wound Ostomy Continence Nurses Society (TM) (N.D.). *Professional Practice Manual* (4th ed.). Philadelphia, PA: Wolters Kluwer ISBN #798-1-4698-4717-7

Wound Course:

Doughty, D. & McNichol, L. (Eds.). (September 9, 2015). *WOCN Society^(R) Core Curriculum: Wound Management*. Philadelphia, PA: Wolters Kluwer

Ostomy Course:

Colwell, J., Carmel, J., & Goldberg, M. (Eds.). (June 23, 2015). *WOCN Society^(R) Core Curriculum: Ostomy Management*. Philadelphia, PA: Wolters Kluwer. ISBN-13: 978-1451194395

Continence Course:

Doughty, D. & Moore, K. (Eds.). (August 24, 2015). *WOCN Society^(R) Core Curriculum: Continence Management*. Philadelphia, PA: Wolters Kluwer. ISBN-13: 978-1451194418

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

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

Requirements and Download Resources for Edvance360

Minimum Requirements

[Firefox](#) or [Internet Explorer](#) with Javascript Enabled
[Adobe Flash Player](#)

Helpful Resources

Suggested Requirements

[Enabling Javascript for Firefox](#)

[Enabling Javascript for Internet Explorer](#)

[Java](#)

[Windows Media Player](#)

[Quicktime Player](#)

Required for taking tests or viewing content that implements BrowserLock: [Windows BrowserLock Installer](#)
Or

[Mac OS X 10.7+](#)

[Mac OS X 10.6 - 10.10 \(no longer supported\)](#)

[Mac OS X 10.4 - 10.5 \(no longer supported\)](#)

Step 9: Dress Code for Clinicals

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

A Cleveland Clinic student identification badge will be issued on the first day of class. It must be worn above the waist and visible at all times during class as well as clinicals.

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

Step 10: Currency/Money at the Cleveland Clinic

Please obtain U.S. currency before you arrive at Cleveland Clinic for onsite clinicals. There is an ATM money machine and a Key bank on Cleveland Clinic's main campus. However, there is no currency exchange service available.

Step 11: Things to Bring to Cleveland

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

- If driving, \$10.00 parking fee for first day; students are assigned to a free, offsite student parking lot after the first day
- Either money for meals, snacks, and beverages; or your own packed meal for snacks and lunch
- Laptop computer or i-pad preloaded with the school's software requirements (refer to Step 8 above in this document)
- White: uniforms, shoes, and lab coat or jacket (long or short)

Step 12: Directions to the School

The WOC school is located in the HS (Health Space) building (aka: Stanley Shalom Zielony Plaza). On the first day of clinicals, students will be met by a representative from the WOC school. Then students will be escorted to the I.D. Badge Services and onto their clinical preceptor.

A printable main campus map and driving direction can be printed from the link below.

http://my.clevelandclinic.org/Documents/Corporate/campus_map.pdf.