
Mobile Phone: (216) 317-7163 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. Our enrollment guide's content provides information about our online program options (***including those in light of COVID-19***), enrollment prerequisites, 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 therefore 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, clinical experience 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 any clinical fees. Additional costs for a clinical experience may include: preceptor fees, airfare, housing, food, living expenses, parking and local transportation fees, potentially lost wages, and/or child care.

All clinical experiences across the U.S. will be scheduled based upon prevailing COVID-19 regulations at each clinical site; which are subject to change from day-to-day. This too means, any clinical site's COVID-19 policies process might exclude you from a direct hands-on patient care clinical experience. In this instance, you then will be offered two options to complete this program. The first option is to elect the traditional pathway's alternative "virtual" clinical experience; which includes case studies and skill reviews, and the completion of all practicum course components. Or, the second option is to elect the experiential pathway to WOCNCB certification testing, and do not complete the practicum course requirements. These options are further outlined in Step 3: Clinical Options within the content of this Enrollment Guide.

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's seating fills quickly and once seating has filled to maximum capacity, the online registration website 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 (8 am – 3:30 pm, EST).



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

PROGRAM ENROLLMENT OPTIONS

Traditional Pathway: One Specialty Track (5 months)	Traditional Pathway: Dual Specialty Track (6 months)	Traditional Pathway: Full Scope Specialty Track (7 months)	Experiential Pathway (varies; up to 16 weeks) *Nursing C.E. program only*
Enrollment Prerequisites: 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.			
\$200 – Nonrefundable Application Fee	\$200 – Nonrefundable Application Fee	\$200 – Nonrefundable Application Fee	\$200 – Nonrefundable Application Fee
\$3,150 – Tuition includes: \$200 – Clinical Fee (only for onsite clinical election at Cleveland Clinic)	\$4,750 – Tuition includes: \$400 – Clinical Fee (only for onsite clinical election at Cleveland Clinic)	\$6,300 – Tuition includes: \$500 – Clinical Fee (only for onsite clinical election at Cleveland Clinic)	\$3,150 - One Track Course \$4,725 - Dual Track Course \$6,300 - Three Track Course
Choice of one specialty course: wound, ostomy or continence.	Choice of two specialty courses: wound, ostomy, and/or continence combo.	All three specialty tracks: wound, ostomy, and continence.	Tuition varies depending upon the number of specialty courses elected and includes the prerequisite Concepts in Professional Mgmt. course.
Prerequisite Concepts in Professional Mgmt. course.	Prerequisite Concepts in Professional Mgmt. course.	Prerequisite Concepts in Professional Mgmt. course.	
Practicum course option: <ul style="list-style-type: none"> 40 hour “hands-on” clinical requirement (option for offsite, (must select from our program’s approved clinical database; or onsite at Cleveland Clinic, OR 40 hour “virtual” clinical requirement with virtual case students and skill reviews. 	Practicum course option: <ul style="list-style-type: none"> 80 hour “hands-on” clinical requirement (option for offsite, (must select from our program’s approved clinical database; or onsite at Cleveland Clinic, OR 80 hour “virtual” clinical requirement with virtual case students and skill reviews. 	Practicum course option: <ul style="list-style-type: none"> 120 hour “hands-on” clinical requirement (option for offsite, (must select from our program’s approved clinical database; or onsite at Cleveland Clinic, OR 120 hour “virtual” clinical requirement with virtual case students and skill reviews. 	NO PRACTICUM COURSE.
Each didactic course is four weeks in length with a one week break in between courses.	Each didactic course is four weeks in length with a one week break in between courses.	Each didactic course is four weeks in length with a one week break in between courses.	Each didactic course is four weeks in length with a one week break in between courses.
One final comprehensive exam	Two final comprehensive exams	Three final comprehensive exams	One final comprehensive exam administered for each specialty course completed.
Graduation meets requirements to apply and sit for WOCNCB administered credentialing exam.	Graduation meets requirements to apply and sit for WOCNCB administered credentialing exam.	Graduation meets requirements to apply and sit for WOCNCB administered credentialing exam.	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.
Nursing C.E.s are awarded for each course successfully completed. More C.E. details can be reviewed in the course descriptions at: https://my.clevelandclinic.org/departments/nursing/career/wound-ostomy-continence-school#educational-programs-tab			
Graduation certificate awarded upon successful completion of program components.	Graduation certificate awarded upon successful completion of program components.	Graduation certificate awarded upon successful completion of program components.	NO graduation certificate issued.

Traditional Pathway vs. Experiential Pathway How to Choose?

Traditional Pathway to Certification Exam Eligibility	Experiential Pathway to Certification Exam Eligibility
Current RN licensure	Current RN licensure
Minimum Baccalaureate degree	Minimum Baccalaureate degree
Successful completion of didactic courses & practicum experience from a WOCN® accredited program, for each specialty credential desired.	Minimum 50 continuing education credits plus 1,500 hours direct patient care within the last five years before testing for each specialty credential desired.
The Professional Practice Concepts course is the prerequisite to the specialty courses.	The Professional Practice Concepts course is strongly suggested prior to specialty courses.
Suggested option for those wishing to test <i>within one year of successful program completion.</i>	Suggested option for those planning to test <i>a year or more after successful program completion, or already have experience.</i>
Add AP nurse licensing for those wishing to test for AP credentials	Add AP nurse licensing for those wishing to test for AP credentials
<p>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.</p> <p>(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.</p> <p>Onsite (Cleveland Clinic Option: The program will assign students to our WOC preceptors within our N.E. Ohio hospital locations.</p>	N/A

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 for more information).

Enrollment Documents Required: Traditional Pathway vs. Experiential Pathway

Traditional Pathway to Certification Exam Eligibility (with Direct Patient Care Clinical Experience)	Traditional Pathway to Certification Exam Eligibility (NO direct, hands-on patient care experience; Virtual Practicum)	Experiential Pathway to Certification Exam Eligibility (no Clinical Experience)
Copy of current U.S. nursing licensure report without infractions at www.nursys.com	Copy of current U.S. nursing licensure report without infractions at www.nursys.com	Copy of current U.S. nursing licensure report without infractions at www.nursys.com
Official Baccalaureate transcripts	Official Baccalaureate transcripts	Official Baccalaureate transcripts
Copy of current CV/resume	Copy of current CV/resume	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.	N/A	N/A
Copy of personal health care insurance ID card (both front and back sides).	N/A	N/A
Copy of active American Heart Association Basic Life Support (BLS) ID card (front and back sides).	N/A	N/A
Statement of overall good health from primary care physician using our Health Assessment Form.	N/A	N/A
Copy of current, annual Negative TB test (2-step Mantoux or QuantiFERON TB Gold test) or chest X-ray (if prior positive results).	N/A	N/A
Copies of immunizations or titers <u>within the last 10 years</u> for measles (Rubeola), German measles (Rubella), chicken pox (Varicella), Tdap (Tetanus, Diptheria, Pertussis) booster. As well as Hepatitis B vaccine/immunity/titer (or signed waiver assuming the risk of exposure).	N/A	N/A
Flu vaccine for current year	N/A	N/A
Preceptor Application Packet for renewal documents (offsite clinicals only)	N/A	N/A
Clinical Affiliation Agreement "Template" for renewal documents (offsite clinicals only)	N/A	N/A

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.

2021 CLASS SCHEDULE

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

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.

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WINTER Cohort	Start Date	End Date	REGISTRATION OPENS	LAST DATE APPLICATION FORMS CAN BE ACCEPTED *	FINAL DATE TO COMPLETE ALL ENROLLMENT REQUIREMENTS **
Concepts	1-11-21	2-7-21	8-24-20	10-23-20	11-27-20
Wound	2-15-21	3-14-21	*Applications will be accepted until seating is filled to capacity. *Class sizes are limited to maintain quality education ** 11-22-19 Enrollment requirements include the following: 1) Finalize RedCarpet enrollment onboarding event. 2) Tuition paid, in full, BEFORE 11-27-20. 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.		
Ostomy	3-22-21	4-18-21			
Continence	4-26-21	5-23-21			
Practicum	40-120 hours; begin after didactic completion				
SUMMER Cohort	Start Date	End Date	REGISTRATION OPENS	LAST DATE APPLICATION FORMS CAN BE ACCEPTED	FINAL DATE TO COMPLETE ALL ENROLLMENT REQUIREMENTS **
Concepts	4-26-21	5-23-21	12-7-20	2-5-21	3-12-21
Wound	5-31-21	6-27-21	*Applications will be accepted until seating is filled to capacity. *Class sizes are limited to maintain quality education ** 3-6-20 Enrollment requirements include the following: 1) Finalize RedCarpet enrollment onboarding event. 2) Tuition paid, in full, BEFORE 3-12-21. 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.		
Ostomy	7-5-21	8-1-21			
Continence	8-9-21	9-5-21			
Practicum	40-120 hours; begin after didactic completion				
FALL Cohort	Start Date	End Date	REGISTRATION OPENS	LAST DATE APPLICATION FORMS CAN BE ACCEPTED	FINAL DATE TO COMPLETE ALL ENROLLMENT REQUIREMENTS **
Concepts	8-9-21	9-5-21	3-29-21	5-28-21	6-25-21
Wound	9-13-21	10-10-21	*Applications will be accepted until seating is filled to capacity. *Class sizes are limited to maintain quality education ** 6-19-20 Enrollment requirements include the following: 1) Finalize RedCarpet enrollment onboarding event. 2) Tuition paid, in full, BEFORE 6-25-21. 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.		
Ostomy	10-18-21	11-14-21			
Continence	11-22-21	12-19-21			
Practicum	40-120 hours; begin after didactic completion				
CLINICALS	Elect one of three options: 1. “hands-on”; direct patient care either offsite (own area); or onsite at Cleveland Clinic. 2. “virtual”; not a live patient based experience. Refer to our annual Clinical Schedule for onsite dates in N.E., Ohio 3. No clinicals; experiential pathway		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 offsite clinical hours, coursework, and exam(s). 60 days to complete onsite clinical hours, coursework, and exam(s).		

This annual Clinical Cohort 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 at any clinical site may prohibit the student from completing a "hands-on" direct patient care clinical experience. In this situation, the student then will be deferred to either the Traditional Pathway's alternate, "virtual" (i.e., no patient care) clinical experience, or the Experiential Pathway to WOCNCB credentialing testing. 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.

2021 ONSITE CLINICAL COHORT SCHEDULE

* * * Dates Subject to Change* * *

***** This is an optional clinical experience, with associated practicum fees, to be completed at Cleveland Clinic, Cleveland, Ohio. (N.E. Ohio hospital locations and preceptors shall be assigned by us). *****

Winter Cohort Clinicals	Clinical Fee	Class End Date	Clinical Start Date	Clinical End Date	Number of Clinical Hours
Wound (single scope)	\$200	3-14-21	3-22-21	3-26-21	40
Ostomy (single scope)	\$200	4-18-21	5-3-21	5-7-21	40
Wound & Ostomy (dual scope)	\$400	4-18-21	4-26-21 – W 5-3-21 – O	4-29-21 – W 5-7-21 – O	80
Wound <u>or</u> Ostomy <u>and</u> Continence (dual scope)	\$400	5-23-21	5-31-21 – W 6-07-21 – O 6-14-21 – C	6-04-21 – W 6-11-21 – O 6-18-21 – C	80
WOC (full scope) – Group 1 (8 students)	\$500	5-23-21	5-31-21	6-18-21	120
WOC (full scope) – Group 2 (8 students)	\$500	5-23-21	7-12-21	7-30-21	120
Summer Cohort Clinicals	Clinical Fee	Class End Date	Clinical Start Date	Clinical End Date	Number of Clinical Hours
Wound (single scope)	\$200	6-27-21	7-5-21	7-9-21	40
Ostomy (single scope)	\$200	8-1-21	8-16-21	8-19-21	40
Wound & Ostomy (dual scope)	\$400	8-1-21	8-09-21 – W 8-16-21 – O	8-12-21 – W 8-19-21 – O	80
Wound <u>or</u> Ostomy <u>and</u> Continence (dual scope)	\$400	9-05-21	9-13-21 – W 9-20-21 – O 9-27-21 – C	9-17-21 – W 9-24-21 – O 10-1-21 – C	80
WOC (full scope) – Group 1 (8 students)	\$500	9-05-21	9-13-21	10-1-21	120
WOC (full scope) – Group 2 (8 students)	\$500	9-05-21	10-11-21	10-29-21	120
Fall Cohort Clinicals	Clinical Fee	Class End Date	Clinical Start Date	Clinical End Date	Number of Clinical Hours
Wound (single scope)	\$200	10-10-21	10-11-21	10-29-21	40
Ostomy (single scope)	\$200	11-14-21	12-06-21	12-09-21	40
Wound & Ostomy (dual scope)	\$400	11-14-21	11-29-21 – W 12-06-21 – O	12-02-21 – W 12-09-21 – O	80
Wound <u>or</u> Ostomy <u>and</u> Continence (dual scope)	\$400	12-19-20	1-10-22 – W 1-17-22 – O 1-24-22 – C	1-14-22 – W 1-21-22 – O 1-28-22 – C	80
WOC (full scope) – Group 1 (8 students)	\$500	12-19-20	1-10-22	1-28-22	120
WOC (full scope) – Group 2 (8 students)	\$500	12-19-20	2-7-22	2-25-22	120

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

Prerequisite:

Applicants 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:

<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 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 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 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. ***(This is the preferred and fastest method of ensured delivery to us. As we work out of our home/residential offices, and we cannot acquire paper transcripts on a frequent basis.)***
 - 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.) (This method does not always ensure fast nor efficient delivery to us.)***
- 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) **When electing to complete an offsite clinical in the student's own geographical area, s/he 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. Or, call 216-317-7163, Monday – Friday, 8 am until 3:30 pm, EST.

After the aforementioned review, it is the students' responsibility to contact the approved preceptor and clinical site to secure a clinical placement at that facility. Also, if the chosen preceptor or clinical site requires renewal documentation by our program, then it is the student's responsible to ensure his/her preceptor completes a new online preceptor's application packet and submits it to our business office before the deadline date. Likewise, the same holds true for a renewal clinical affiliation agreement. **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 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 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 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 U.S. nursing licensure report without infractions. Go to the Nursys verification site at: <https://www.nursys.com/LQC/LQCTerms.aspx>. Print/save a copy of your report. Note: Nursys does not apply to Michigan residents, who may upload a copy of their active nursing license into RedCarpet.
- Copy of current CV/resume.
- Professional RN liability certificate of insurance **with coverage limits of not less than \$1,000,000 per occurrence and \$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).

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- 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 216-317-7163.)

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.

Sequence 6: RedCarpet emails the student a notice to complete his/her MYLEARNING 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' 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

Experiential Pathway	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 before electing this enrollment option.
Traditional Pathway	<p>NOTE: <i>All U.S. clinical experiences will be scheduled based upon prevailing COVID-19 regulations at each clinical site; which are subject to change from day-to-day. This means any clinical sites' COVID-19 clinical screening process or policy might exclude you from a direct hands-on patient care clinical experience.</i></p> <p><i>In this instance, you then will be offered two options to choose from in order to complete the requirements of this program. The first option is to elect the Traditional Pathway's alternative "virtual" clinical experience; which includes virtual case studies and skill reviews, and completion of all required practicum course components. The second option is to elect the WOCNCB's Experiential Pathway to certification board testing, and do not complete any the practicum course requirements of this program.</i></p> <p>NOTE: <i>No airfare, travel, and/or housing arrangements should be made until a viable direct patient care clinical experience is confirmed by your chosen clinical site.</i></p> <p>Traditional Pathway's Practicum Course Enrollment Options:</p> <p><u>Clinical Options:</u></p> <ol style="list-style-type: none"> 1) virtual - no direct patient care involved; skills reviews and case studies along with all other practicum course requirements 2) hands-on - direct patient care experience, with one of two clinical locations options, as follows: <ul style="list-style-type: none"> <u>Clinical Hour Requirements</u> 40 hours – one specialty track 80 hours – dual specialty track 120 hours – tri-specialty track <ol style="list-style-type: none"> a. Onsite clinical experience at a Cleveland Clinic's main campus in N.E. Ohio. We will make your arrangements. Seating is limited and first come, first served. <p>NOTE for Onsite: Clinical fees will be incurred: \$200 for single specialty track, \$400 for dual specialty track, or \$500 for tri-specialty track.</p> <p>NOTE for Onsite: Onsite practicum course requirements are required to be fully completed within 6 weeks from the last scheduled onsite clinical date.</p> b. Offsite clinical experience in your own geographical area, <u>but must select from approved preceptors and clinical sites in Cleveland Clinic's clinical database.</u> <p>NOTE for Offsite: Contact us at WOCschool@ccf.org or 216-317-7163 for more offsite information. Include your state of residence.</p> <p>NOTE for Offsite: If the preceptor requires renewal documentation, then it is the student's responsibility to ensure the preceptor submits the documents to us by the deadline date outlined on the annual class schedule. E-forms can be located on our program's website.</p> <p>NOTE for Offsite: Offsite practicums course requirements are required to be fully completed within 90 days from the last didactic class date.</p> <p><u>When do Clinicals Start?</u> A clinical experience begins one week after successfully completion of ALL didactic online courses elected.</p>

IMPORTANT “ONSITE” CLINICAL INFORMATION for CLEVELAND CLINIC:

1. Fees – Additional fees may include: travel, transportation and parking fees, meals, and lodging costs are an out-of-pocket expenditure for the student and not included in the cost of tuition or practicum fees.
2. Clinical Dates / Hours – Clinical hours are scheduled Monday – Friday from 8 a.m. until 5 p.m. No clinical time is scheduled on Saturday or Sunday.
3. 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.
4. 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. More details will be provided in your clinical orientation packets.
5. Student Ratio: No more than eight (6) WOC students will be permitted onsite at any one time and no more than sixteen (12) full scope students will be accepted onsite for clinicals per cohort. The school will determine students’ assigned dates at Cleveland Clinic hospitals located in N.E. Ohio and we will provide confirmation of those dates to the student during the prerequisite Concepts course.

Renewal Documents for an offsite clinical may be obtained and submitted to your clinical site via the following website links:

Preceptor Application at: <http://survey.clevelandclinic.org/TakeSurvey.aspx?SurveyID=94L3557MH>

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 4: Tuition & Practicum Fees | Drop Courses & Tuition Refunds

1. **Tuition & (Onsite) Practicum 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)
 - \$200 – Onsite Practicum Fee at Cleveland Clinic for One Specialty Track (40 hours)
 - \$400 – Onsite Practicum Fee at Cleveland Clinic for Two Specialty Tracks (80 hours)
 - \$500 – Onsite Practicum Fee at Cleveland Clinic for Tri-Specialty Tracks (120 hours)
 - \$350 – Practicum Extensions EACH (limit of two 30-day practicum extensions permitted)

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 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: Offsite practicums may be completed by the student in his/her own geographical area by using a preceptor and clinical site from Cleveland Clinic's WOC clinical database. 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 (Northeast, Ohio). Practicum fees are incurred, and any travel, lodging, parking, transportation fees, and meal expenditures are at the student's own expense. **Travel and housing arrangements should not be made until after clinical details are provided to students. Offsite practicums course requirements are required to be fully completed within 90 days from the last didactic class date. Onsite practicum course requirements are required to be fully completed within 6 weeks from the last scheduled onsite clinical date.**

Practicum Course Extension Fee: Clinical hours, practicum assignments, and all final exams (scheduled/taken/remediated/passed) **must all be completed by the practicum course closure date assigned to each student by his/her practicum course instructor.** 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 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 Professional practice concepts Course:

- If written withdrawal notification from the entire program is received 30 days or more before 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.
- If a withdrawal request for the entire program is received less than 30 days prior to the first day of the professional practice concepts class, the student will be reimbursed for tuition less a \$1,575 withdrawal penalty and less the \$200 nonrefundable registration fee.

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.

Step5: Housing & Transportation Options *(for onsite clinical rotation at Cleveland Clinic, Ohio)*

Housing: Each student is responsible for choosing and making their own housing arrangements while enrolled in this program. However, housing arrangements should not be made until you have been provided with your clinical schedule which denotes your assigned clinical location(s) for Northeast, Ohio. Our Admissions & WOC Program Coordinator will provide you with your assigned clinical dates mid-way through your prerequisite Concepts course. A housing guide, clinical orientation guide, and a final clinical schedule with designated hospital locations will be provided to you approximately 30 days prior to your first clinical start date.

Transportation: The Rapid Transit Authority (RTA) public busing system can transport you to local attractions while staying in Cleveland or provide you with transportation should you wish to seek housing away from the hospital campus. Visit the RTA site to obtain maps, schedules, and rates at: <http://www.riderta.com/>

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:

Concepts Course:

Finkelman, Anita (Eds.). (2016). *Leadership and Management for Nurses: Core Competencies for Quality Care*. New York, NY: Pearson Education, Inc. ISBN #978-0-13-405698-2

Wound Course:

Doughty, D. & McNichol, L. (Eds.). (September 9, 2015). *WOCN Society^(R) Core Curriculum: Wound Management*. Philadelphia, PA: Wolters Kluwer ISBN #978-4511-9440-1

Ostomy Course:

Colwell, J., Carmel, J., & Goldberg, M. (Eds.). (June 23, 2015). *WOCN Society^(R) Core Curriculum: Ostomy Management*. Philadelphia, PA: Wolters Kluwer. ISBN # 978-1-4511-9439-5

Continence Course:

Doughty, D. & Moore, K. (Eds.). (August 24, 2015). *WOCN Society^(R) Core Curriculum: Continence Management*. Philadelphia, PA: Wolters Kluwer. ISBN-13: 978-1-4511-9441-8

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.

Edvance360 - Online Classroom Software Requirements

MS Word & PowerPoint software required (NOTE: Google Docs is not permissible due to CyberSecurity Threats)

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

[Java](#)
[Windows Media Player](#)