
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 5-10 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.)*
 - 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, you will be emailed 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/LOCTerms.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.