

**FOR:** Children's Hospital of Orange County (CHOC)

**Important Note:** Carefully read and follow all steps listed below. Students are required to **print out** forms and then sign (in ink only) where indicated. **No typed-out signatures will be accepted.** Due to lengthy processing times, students must now **SCAN** all required pages into **one PDF document** (NO jpeg files and NO separate files please). *Helpful Hint:* If you have jpegs or image files, paste the images into a Word document and then click "save PDF." A variety of smartphone scanner apps are freely available to automatically convert images to PDFs (TinyScanner, Genius Scan, Fast Scanner, CamScanner, etc.)

Email your completed document packet (as 1 PDF), including this Check-Off sheet, to [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu)

Finally, **KEEP ALL OF YOUR ORIGINAL PRINTED DOCUMENTS**, as many facilities will collect these from you the first week.

**Print this check-off sheet, sign, and date, and include with your PDF**

Once the Clinical Placement Team has registered you, you will receive an email from Academic Affiliations with your username and temporary password. The email will contain instructions on accessing and completing the Cornerstone Modules: Virtual RN Student Curriculum.

Please complete the training prior to your first day of clinical.

**NOTE:** You may receive reminder emails from [ces.mail@csod.com](mailto:ces.mail@csod.com), these are from CHOC and not spam. Below is an example for your reference.

 ces.mail@csod.com  
To: [Redacted]

External Email Use Caution and Confirm Sender

Dear [Redacted]

Your training is due for the following item:

Title: Virtual RN Student Curriculum  
Class Description:  
Training Hours: 0 Hours 0 Minutes  
Current Training Status: Registered  
Training Due Date: 1/9/2023

**\*\*Instructions will be sent to your CSUF email address. Please check your email regularly.\*\***

Review the following documentation for the first day of your clinical rotation:

- CHOC Parking Map: print a copy and keep it for yourself.
- CHOC Parking Permit: print a copy to place on your dashboard.

**Besides the training, you do not need to submit any facility-required documentation for CHOC.**

I have reviewed all instructions and materials, as well as verified and completed all requirements listed above, that are specific by the facility I will be attending.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_