

HIGH SCHOOL CNA STUDENT ONBOARDING PROCESS

NOTE: We require that all documentation is submitted/completed **at least 4 weeks** prior to clinical start date. We require ALL documents in step 2 to be sent together in **one email** versus multiple separate emails (which could delay onboarding process).

1. **Affiliation Agreement:** Please confirm with Nurse Affiliate that your school and program have a fully executed Affiliation Agreement.
2. **Student/School:** The following student information should be emailed to ContingentWorkforce@wakehealth.edu and NurseAffiliate@wakehealth.edu.
 - a. Completed Non – EE spreadsheet.
 - b. 7-year Comprehensive Criminal Background Check
 - c. 12-Panel Drug screening (drugs listed on Credentialing Checklist)
 - d. Documentation of immunizations (listed on Credentialing Checklist)
 - e. Copy of your American Heart Association CPR certification card (front & back)
 - f. Regulatory Education will be sent by Contingent Workforce; completion code is to be returned to them (not Nurse Affiliate). ***must be completed for clearance***
 - g. Signed Education Experience Agreement
 - h. Clinical CORE education completion certificate must be signed and returned
3. **Clearance:** Once cleared by Contingent Workforce, the Nurse Affiliate will send you your Welcome email. From there, you will need to complete:
 - a. **Badges:** Faculty are required to wear the WFBH student photo ID at all times while on any WFBH campus. Students will wear their School student photo ID. Faculty badges will be created at the Winston campus and sent to the Wilkes Campus until further notice.

CHECKLIST CHEATSHEET

- Affiliation Agreement
- The following documentation sent to Contingent Workforce and Nurse Affiliate:
 - Full completed Non-EE spreadsheet
 - Criminal background check
 - Drug screening
 - Documentation of immunizations listed on Credentialing Checklist
 - Copy of your American Heart Association CPR certification card (front and back)
 - Regulatory Education will be sent by Contingent Workforce; completion code is to be returned to them. ***must be completed for clearance***
 - Signed Education Experience Agreement
 - Completed CORE Education Module; signed completion certificate returned
- Received Welcome Letter
- Sent in school photo ID for WFBH badge/Scheduled Appt. with Badge Office
- Picked up badge/badge cover