

Guidelines for Processing Advanced Practice Students (NP, PA, NA)

School collects and maintains a file of the required forms and supporting documentation (listed below and outlined on the student intern website).

- School receives and ensures all required information is complete and up to date.
 - Registration form** (including the school verification signature)
 - SLUHN Child Protective Services Law Affirmation Form and Prohibitive Criminal Offenses
 - Commitment to Privacy and Confidentiality
 - Student Statement of Responsibility & Research Acknowledgement
 - IT Agreement (all 3 pages), only if IT Access will be needed
 - Urine Drug Screen to be within 30 days of student intern's first day at St. Luke's
 - Health History to be in compliance with requested immunizations
 - Receive CDC COVID Vaccine Card**
 - All 3 PA Criminal Clearances to be completed for all students: FBI Fingerprinting, PA Child Line and PA State Police Criminal History.
 - Those students who do not have "**No Record**" marked on any one of their clearances are to complete and submit to APRegistration@sluhn.org the "Student Criminal Background Investigation Report" form along with the clearance certification, rap sheet and intern registration form. These documents will be reviewed by St. Luke's Human Resources department for approval.
 - WARREN CAMPUS students must complete in addition to all 3 PA State Criminal Clearances:
 - New Jersey State Police Criminal History Check (State Police Check to be done for only those students having significant likelihood of contact with children).

**** these items are to be forwarded from the school to the APRegistration@sluhn.org for inclusion in workday.**

After SLUHN Requirements are completed:

- School forwards Student Registration/Verification Form and COVID CDC Vaccine Card to APRegistration@sluhn.org
 - AP Education verifies required paperwork is fully complete and submits the student's profile via Workday, as a contingent worker (see Workday Quick Reference Guide for step by step instructions).
 - AP Education reviews for approval and is then forwarded to Human Resources.
 - Interns may not start without final approval regardless of any arrangements/commitments made with the school or student.**
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- Program clinical coordinator notifies APRegistration@sluhn.org if AP student will continue beyond their original end date to ensure access is continued.