

IMPORTANT INSTRUCTIONS: Submitting Documents for *Rady Children's Hospital (Formerly CHOC)*
CAREFULLY READ AND FOLLOW ALL STEPS LISTED BELOW.

1. Complete and Sign this Check-off Sheet:

- You may sign the form either **physically (by hand) or digitally.**
- **Helpful Hint:** For digital signatures, use tools like Adobe Acrobat or your device's built-in signing features. Your campus login gets you desktop and mobile apps including [Adobe Creative Cloud](#).

2. Scan Your Document (if needed):

- **SCAN** all required pages into one PDF document (NO JPEGs or separate files).
- **Helpful Hint:** If you have JPEGs or image files, paste them into a Word document and save as a PDF.
- Use free smartphone scanner apps (e.g., Apple Notes, Google Drive mobile app, Genius Scan, or Tiny Scanner) to convert images to PDFs when necessary.

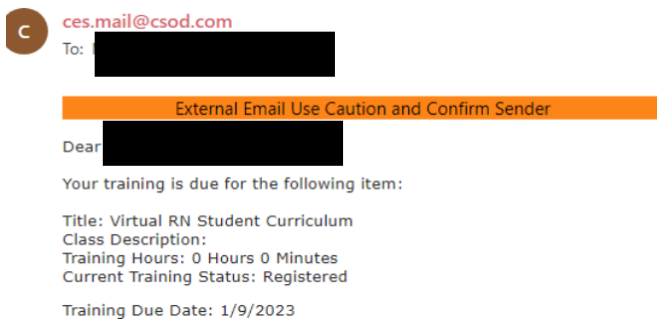
3. Submit Your Check-Off Sheet:

- Email the completed PDF to nursingdocs@fullerton.edu

4. Complete Training:

- After the Clinical Placement Team registers you, you will receive an email from Academic Affiliations with your username, temporary password, and instructions for completing the Cornerstone Modules: Virtual RN Student Curriculum.
- The training must be completed prior to your first day of clinical.
- **NOTE:** To ensure you receive important updates, please add ces.mail@csod.com to your safe senders list.
- These reminder emails are from Rady Children's Hospital and are not spam.

Below is an example for your reference.



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

Read and review the following:

I have reviewed all instructions and materials, verified them, and completed all facility-specific requirements listed above for the site I will be attending.

Name: _____

Signature: _____ Date: _____