

For: Children's Hospital of Orange County (CHOC) page 1

**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, you can paste the images into a *Word* document and then just click on "Save as a PDF".

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

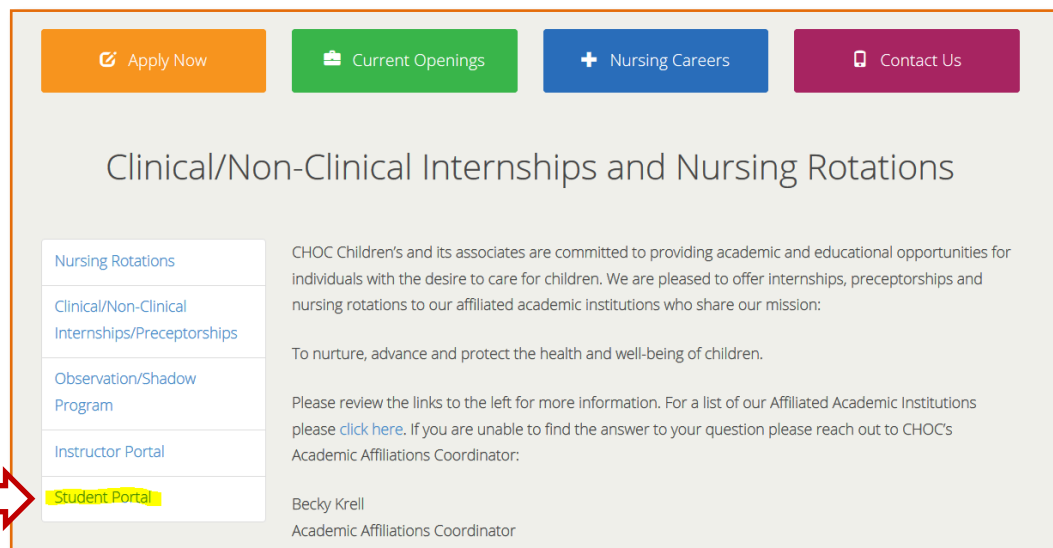
Finally, **KEEP ALL OF YOUR ORIGINAL PRINTED DOCUMENTS**, as many facilities will collect these from you the first week.

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

Begin at the CHOC Student Portal site:

<http://www.choc.org/careers/clinical-non-clinical-internships-nursing-rotations/>

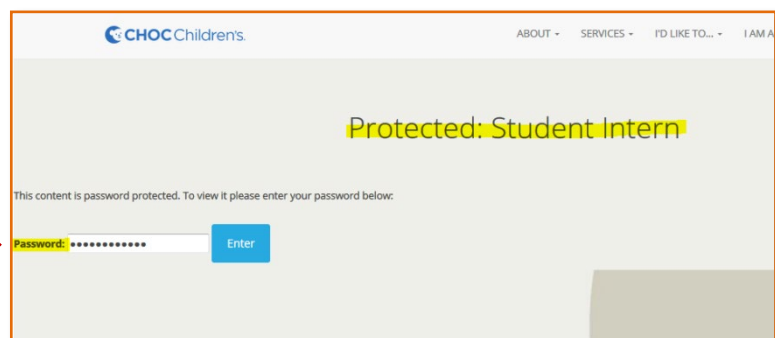
**Step # 1**  
Select the  
"Student  
Portal" button



The screenshot shows the CHOC website's career page. At the top, there are four buttons: 'Apply Now' (orange), 'Current Openings' (green), 'Nursing Careers' (blue), and 'Contact Us' (purple). Below these is the heading 'Clinical/Non-Clinical Internships and Nursing Rotations'. On the left, there is a vertical menu with five items: 'Nursing Rotations', 'Clinical/Non-Clinical Internships/Preceptorships', 'Observation/Shadow Program', 'Instructor Portal', and 'Student Portal'. The 'Student Portal' item is highlighted in yellow, and a red arrow points to it from the left. To the right of the menu is a text block with a welcome message and contact information for Becky Krell, Academic Affiliations Coordinator.

**Step # 2**  
Type in the following password:  
**student@choc**

where indicated as shown  
to the right



The screenshot shows a password-protected page on the CHOC website. The page has a header with the CHOC logo and navigation links. The main content area displays 'Protected: Student Intern' in yellow. Below this, there is a message: 'This content is password protected. To view it please enter your password below:'. There is a password input field with a yellow highlight and an 'Enter' button. A red arrow points from the text 'to the right' to this input field.

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### Step # 3

Choose **either** "Nursing Rotations" **or** "Internships/Preceptorships" depending on your placement. Complete the paperwork (or application) that is assigned for that selection. Do not complete both sections.

**Rotation students** = Undergrad level (BSN, or RN-BSN)

**Internships/Preceptorships Students** = Graduate Level (MSN)

#### Nursing Rotations: BSN and RN-BSN students

If you are nursing rotation student please [click here](#) to access the modules (complete all parts)

Once you complete the modules, please review/sign the following document and turn in to [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu)

➡ ■ Student Orientation Paperwork

#### Internships/Preceptorships: MSN & SNSC students

If your school instructor/school representative directed you to the student portal for the next steps of your internship/preceptorship, please [click here](#) to complete the student modules here first.

*Nursing Student:* Complete All Parts

*All Other Students:* Complete Parts 1, 4, 5 and 6

Once you have completed the modules, please fill out the intern application below and send to

[nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu) for processing (please

Disregard original text on the CHOC site. Do not send your paperwork directly to Becky Krell.

➡ ■ CHOC Internship Application

**Step #4:** Download the CHOC Student Agreement Form from the SON website. Sign and complete the form; include it with your facility specific documentation.

You will receive an email from Academic Affiliations with your username and one-time temporary password once you have been registered by the Clinical Placement Team. The email will contain further instructions on how to access and complete the Cornerstone Modules.

Please complete all required Cornerstone Modules prior to your first day of clinicals.

**\*\*Instructions will be sent to your CSUF email address, please check your email regularly\*\***

Again, please ensure to submit all documentation to [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu). Do not send directly to CHOC.

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

- Student Badges:** When picking up your badge please bring one form of ID. You will return your badge at the end of your clinical rotation/preceptorship.
- Student/Associate Agreement:** (2 pages) submit to [Nursingdocs@fullerton.edu](mailto:Nursingdocs@fullerton.edu) along with your above paperwork.
- Parking Map:** print a copy for yourself , do not submit to CSUF (1 page)
- Parking Permit:** print a copy to place on the dash of your vehicle, do not submit to CSUF (1 page)

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

Name (print): \_\_\_\_\_

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