

Continued **IMPORTANT INSTRUCTIONS:** Submitting Documents for *Kaiser Permanente – Los Angeles*
CAREFULLY READ AND FOLLOW ALL STEPS LISTED BELOW.

- All students placed at a KP site will be issued a NUID (sent via email by the Clinical Placement Team).
- This number is yours for life and will be used again if you already have one.
- Once you receive confirmation from the Clinical Placement/Document Team that your NUID is active, you'll be able to access **KP Learn** to complete your required annual training modules

You will receive a separate deadline for module submission. Submit a copy of your **KP Learn Completed Transcript** as a single file to nursingdocs@fullerton.edu no later than the deadline given to you by the Clinical Placement/Document Team. **Kaiser will not accept individual certificates.**

Returning Kaiser Permanente students must complete all pages again due to site differences and updated effective dates/trainings, even if you've submitted these forms before or are currently at a KP site. Ensure your **KP Learn training and certificates** are current for the calendar year of your upcoming rotation.

5. Scan Your Documents (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.

6. Submit Your Check-off Sheet:

- Email the completed PDF** (as 1 PDF File), including the Check-Off sheet, to nursingdocs@fullerton.edu

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: _____