CSUF | School of Nursing
COLLEGE OF HEALTH AND HUMAN DEVELOPMENT

Facility-Specific Documents Check-Off Sheet

IMPORTANT INSTRUCTIONS: **Submitting Documents for *Kaiser Permanente – Orange County Sites (Anaheim and Irvine)***

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. **Complete the following Emergency Contact and Health Insurance:**
   - **All Students**: Provide your Health Insurance
     i. Company Name: _____
     ii. Phone Number: _____
   - **Students placed at KP Irvine/Anaheim for N403L ONLY**: Provide your Emergency Contact
     i. Name (First and Last): _____
     ii. Relationship: _____
     iii. Phone Number: _____

3. **KP Learn Module Instructions** ***(separate deadline provided to complete trainings, closer to the start of the semester)***
   - If you are a current or former Kaiser Permanente (KP) employee, volunteer, or have previously rotated through a KP facility and were issued an NUID, **please provide your NUID number**: _____.
     If you don't remember your NUID, let us know. Kaiser will verify your personal information to reactivate it.
   - All students placed at a KP site will be issued an 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.

4. **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.

5. **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: _____