

IMPORTANT INSTRUCTIONS: Submitting Documents for Kaiser Permanente – Orange County (Anaheim & 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 Faculty:** Provide your Health Insurance
 - Company Name: _____
 - Phone Number: _____
- Faculty instructing at KP Irvine/Anaheim for N403L ONLY:** Provide your Emergency Contact
 - Name (First and Last): _____
 - Relationship: _____
 - 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 a 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 faculty instructing 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 clinicalplacement@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 faculty 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 clinicalplacement@fullerton.edu

6. Contact KP – OC to coordinate potential additional requirements at least 1 month prior to start date:

- OC-Students@kp.org
- Please CC clinicalplacement@fullerton.edu

Please include the following information in your email:

- NUID
- Unit/Department
- Copy/picture of their BSN or higher diploma

7. Schedule badge pick-up

- Please await an email confirmation with instructions regarding badge pick-up.

I have reviewed all instructions and materials, verified them, and completed all facility-specific requirements listed above for the site where I will be instructing. I have introduced myself to the academic liaison to coordinate potential additional requirements.

Name: _____

Signature: _____ Date: _____