

IMPORTANT INSTRUCTIONS: Submitting Documents for *all Providence Facilities*

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. Create CCPS account (see guide on [SON website](#)):

- Providence has partnered with MyCCPS for faculty onboarding
- Please note, new faculty will create a MyCCPS account **after** receiving their CSUF email address

3. Review the following:

- ☐ Providence Acceptable Use Acknowledgement
- ☐ Providence Confidentiality & Nondisclosure Statement
- ☐ Providence Safe Patient Handling Instruction Videos
- ☐ Providence Student Orientation Manual 2025
- ☐ Providence Student_Instructor Onboarding Process Checklist
- ☐ Providence Workplace Violence Acknowledgment

4. Complete Providence's online Flu Attestation:

- [2025-26 Flu Attestation](#)

5. Complete and sign the *Instructor Onboarding Process Checklist*:

- Please return the completed Instructor Onboarding Process Checklist form to clinicalplacement@fullerton.edu

6. 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.

7. Submit Your Packet:

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

8. Contact Providence to coordinate potential additional requirements:

- Contact information available on [SON website](#)
- Please CC clinicalplacement@fullerton.edu

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: _____