

**Process for
Request from
Student of:**

All non-medical
and non-advanced
practiced programs
(e.g., Nursing,
Physical Therapy,
Respiratory
Therapy, etc.)

1. Student submits rotation request to Educational Services (Todd.Stuve@lpnt.net), including the following:
 - Name of student, educational institution, and specific program
 - Name of coordinator/administrative contact at educational institution
 - Specific objectives for student during rotation, and expectations of facility
 - Specific length of time rotation is expected to begin and endIf Affiliation Agreement is already active for the program under request, then proceed to Step 2.
2. Educational Services will channel request for student placement with appropriate department/individual. If approved for rotation, then an Affiliation Agreement will be created between Facility and Educational Institution.
3. Fully Complete Student and Instructor Clearance Packet submitted to Human Resources at least 2 weeks ahead of expected start date.
4. Human Resources will review, and if necessary, will coordinate with Information & Security Department for computer access.
5. Once all requirements verified, Human Resources will contact either Instructor or Student to pickup badge.
6. Once the approved Student rotation is complete, Student returns badge to Human Resources.

