

Requirements Prior to the Start of Clinical Courses

Students must complete and obtain approval for the following:

1. **Student & Preceptor Information Request Form** submitted and approved. Only providers/preceptors that have been approved by the school in Exxat will be accepted.
2. **Confirmation of Clinical Placement Form** completed, signed by the preceptor, and returned.
3. **Clinical Affiliation Contract** completed, if required by the agency, and fully executed by both the facility and the University.
4. **Health Clearance through Exxat**, including submission and approval of all required health documents and COVID-19 vaccination documentation or approved exemption.
5. **Urine Drug Screen** completed through Universal with an **Approved** result.
6. **Background Check** completed through Universal with an **Approved** result.
 - Students who currently reside in New York State, or who have resided in New York State within the past seven years, must complete both a New Jersey and New York State background check.
 - A New York State background check may also be required if an alert is identified during the screening process, regardless of residency history.
 - **Background rechecks** should only be completed when the original background check is approaching expiration or has expired.

Vaccine Exemptions

Students requesting a vaccine exemption must submit:

- An exemption letter on **official physician letterhead** that includes the student's full name.
- An official letter from the clinical/practicum site, on agency letterhead, confirming approval of the exemption.

All exemption documentation must be uploaded to **Exxat** and receive formal approval before the student may begin any clinical or practicum experience.

Students may not begin clinical hours until all required documentation has been submitted, reviewed, and approved.

On-Campus students contact

Jami Jennings, jenningsj3@wpunj.edu 973-720-3511

WP Online students contact

Ivy Sosoban, sosobani@wpunj.edu 973-720-2753