

ACEMAPP School Affiliations Onboarding Process



STEP 1

Student Completes [Student Nurse Information Form](#)

The form will be sent by the nursing team and should be completed **4 weeks prior** to the student's start date. The nursing team will then send form responses to School Affiliations.



STEP 2

School Affiliations Sends [Welcome Emails](#) to Student

School Affiliations emails ACEMAPP onboarding instructions to students seeking clearance using the email address provided on the spreadsheet.



STEP 3

Student Completes ACEMAPP and Submits Transcript to School Affiliations

Students are asked to submit their transcript to the School Affiliation email address given in step 1. This must be sent at least **2 weeks prior** to the student's start date.

School coordinator will be providing assistance during the ACEMAPP completion process.



STEP 4

School Affiliations Will Review and Process Documentation for Clearance

School Affiliations will email the student and the school coordinator once the student is cleared to start their learning experience at Providence.

*Please ensure that all required documentation has been submitted and that our team has had **1 week** to process all information before inquiring about the status of student or faculty clearance. Please then contact us at our team email listed in Step 1.*