OVERVIEW

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HOW TO ACCESS CORE ELMS

1) Visit your program's practicum page, or:
   https://campus.capella.edu/web/school-of-nursing-and-health-sciences/practicum

2) Click Access Now under Application Process.

SUBMISSION OF REQUIREMENTS

The following table lists the requirements that will need to be submitted by the learner and the preceptor in CORE ELMS.

<table>
<thead>
<tr>
<th>Action</th>
<th>Submission</th>
<th>Learner</th>
<th>Preceptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1. Propose</td>
<td>Site Prospecter</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>Step 2. Apply</td>
<td>Application</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td></td>
<td>CV / Resume</td>
<td>✔️</td>
<td>✔️</td>
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<td>Acknowledgement</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td>*Agreement</td>
<td>✔️</td>
<td>✔️</td>
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</tbody>
</table>

*The agreement may either be Capella's SoNHS Practice Access or a site’s Affiliation Agreement.

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Proposal Your Site & Preceptor

1) Click Site Prospector.
2) Select Submit New Site.
3) Select Rotation Date: Select quarter you plan to begin (if adding/changing site, enter current quarter).
4) Select Rotation Type: Select your program.
5) Enter proposed Site Name.
6) Enter proposed Preceptor First / Last Name.
7) Enter proposed site and preceptor contact info. *Be sure the email address you enter is correct!*
8) Enter preceptor’s professional degree/credentials.
9) Enter date to begin at site or with the preceptor.
10) Provide an overview of your proposed site.
11) Add Site Preference: If you have more than one site. Enter “1” for primary site location. Continue entering sites only if you will be at more than one site location. For each added site, you will be required to enter a “site preference” number.
12) Click Submit Prospect.

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COMPLETE YOUR LEARNER APPLICATION

1) Click **Requirements**.
2) Click **Add** by **Learner Application**.
3) Click **Create New Form**.
4) A new window will open. Upon completion of form, click **Submit** in the separate window.
5) Select **Complete** under **Status**.
6) Click **Enter Requirement**.

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1) Click **Requirements** in the left-hand menu.

2) Click **Add** by **CV/Resume**.

3) Select **Complete** under **Status**.

4) Click **Browse** to attach your CV/Resume file.

5) Click **Enter Requirement**.
**COMPLETE READY TO SUBMIT**

- **Do NOT complete this step until after your preceptor’s materials are all submitted.** Remember, you can check the status of your preceptor’s requirements detailed on the next page.

1) Click **Requirements**.
2) Click **Add by Ready to Submit**.
3) Click **Create New Form**.
4) A new window will open. Review information bullets, select **Yes** from drop down, and click **Submit**.
5) Select **Complete** under **Status**.
6) Click **Enter Requirement**.

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It is the learner’s responsibility to check CORE ELMS to determine the preceptor’s progress on submitting preceptor requirements.

If any part of the application is incomplete or incorrect – including any materials that have been submitted by the preceptor – an email will be sent to inform of needed revisions. All corrections need to be made before the application will continue to be reviewed.

1) Click Scheduling.
2) Click Rotation Schedule.
3) Click on your preceptor’s name.
4) Requirements should reflect a file / form for:
   - Affiliation Agreement Acknowledgement
   - Preceptor CV/Resume
   - NHS Practice Access Agreement
   - Preceptor Application
   - NHS Preceptor Handbook Acknowledgement

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QUESTIONS

- If you have questions about the online application, please email the School of Nursing and Health Sciences Practicum Support depending on your program:
  - MSNPracticumSupport@capella.edu
  - DNPPracticumSupport@capella.edu
  - MPHPracticumSupport@capella.edu
  - DRPHPracticumSupport@capella.edu
  - DHAPracticumSupport@capella.edu

Thank You!!

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