PRECEPTOR USER GUIDE

CORE ELMS

July 2018
OVERVIEW

- How to Access CORE ELMS
- Complete Affiliation Agreement Acknowledgment
- Upload Your Preceptor CV/Resume
- Complete NHS Practice Access Agreement
- Complete Your Preceptor Application
- Complete Preceptor Orientation Handbook Acknowledgement
- Questions
HOW TO ACCESS CORE ELMS

Please follow the system-generated email from CORE ELMS <no-reply@corehighered.com> that contains log in information allowing access to CORE ELMS.

(Please note you will only receive this email once the student has submitted his/her proposed site and preceptor contact information in CORE ELMS).

SUBMISSION OF REQUIREMENTS

This table reflects 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 Prospector</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Step 2. Apply</td>
<td>Application</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>CV / Resume</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Acknowledgement</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>*Agreement</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

*The agreement may either be Capella’s NHS Practice Access or the site’s templated Affiliation Agreement.

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COMPLETE AFFILIATION AGREEMENT ACKNOWLEDGEMENT

1) Click **Requirements**.
2) Click **Add by Affiliation Agreement Acknowledgement**.
3) Click **Open New Form**.
4) A new window will open. Review information bullets, select **Yes** or **No** from drop down, and click **Submit**.

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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**.

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Complete NHS Practice Access Agreement

1) Click Requirements.
2) Click File to download and review the NHS Practice Access Agreement.
3) Click Add by NHS Practice Access Agreement.

If the NHS Practice Access Agreement is acceptable with your site’s legal review:
4) Select Complete under Status.
5) Click Browse to attach your signed file (learner and preceptor signatures).
6) Click Enter Requirement.

Alternatively, if your site should require their own agreement, the site’s agreement should be submitted in Word format to NHSPracticumAgreements@capella.edu for legal review and processing. Please be aware that this processing can take weeks, sometimes months, for a fully executed agreement.

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1) Click **Requirements**.

2) Click **Add by NHS Practice Preceptor Application**.

3) Click **Open New Form**.

4) A new window will open. Upon completion of form, click **Submit** in the separate window.

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1) Download and review the *NHS Preceptor Orientation Handbook* from the Document Library > OPEN FILE.

2) Click Requirements.

3) Click Add by NHS Preceptor Handbook Acknowledgement.

4) Click Open New Form.

5) A new window will open. Review information bullets, select Yes from drop down, and click Submit.

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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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