

Complete Clinical/Practicum Site & Preceptor Agreement form using DocuSign®.

Clinical/Practicum site & Preceptor Agreement forms are to be submitted via DocuSign®. It is recommended to use a tablet or laptop to complete and upload the forms. Instructions for the use of DocuSign® are as follows:

1. All students access the Clinical/Practicum Site & Preceptor Agreement form using the link below. In the new window, enter your full name and Clarkson College student e-mail as well as the full name of your preceptor and their e-mail and select “begin signing.”
 - a) Note: you will not be able to begin this process without the preceptor information. If you are using a placement site, please submit your request to your advisor or within the site’s portal such as myClinicalExchange . Your advisor will receive a copy of this request.
 - b) There are three options to complete this form.
 - i. Nurse Practitioner-Clinical/Practicum Site & Preceptor Agreement Form
 - ii. Nurse Educator (NS 894) Clinical/Practicum Site & Preceptor Agreement Form
 - iii. Health Care Administration (NS 898) Clinical/Practicum Site & Preceptor Agreement Form
2. Check the box next to “I agree to use electronic records and signatures” and select the continue button. On the following page, complete all the required information. Fields in red are mandatory, and the form cannot be submitted if there are any required fields missing. If any information is inaccurate, you will be required to complete a new form.
 - a) Agency name must be precise legal name, i.e., “Inc.,” “LLP” or “d/b/a” (list parent company or owner of d/b/a).
3. When the form has been completed, click the “sign” button and adopt your signature to sign the document. When the suggested signature is approved, select “adopt and sign.”
 - a) If you prefer to change your signature style, click “change style” and select a new format.
 - b) If you prefer to draw your signature, select “draw.” Please note, this feature works best when using a tablet. When the adopted signature is approved, select “adopt and sign.”
4. Upon successful submission, the form will be sent to your advisor for course and clinical/practicum site name and contact approval. Once approved by your advisor, it is sent on to Compliance to confirm or initiate an affiliation agreement. Following approval from the compliance office the document will be routed to the preceptor (contact information the student entered to initiate the form). They will complete their required fields (licensure, credentials, etc.). Graduate Nursing administration is last in the route for approval.
5. Any additional actions are the responsibility of Clarkson College and may take up to two months for the College to complete your paperwork (Affiliation Agreement, Negotiations, etc.). Providing inaccurate information will delay the process further.

6. You will receive the email containing the fully executed Clinical/Practicum Site & Preceptor Agreement.
7. Once you receive this email, create a folder in your inbox and save them (you will need to submit to your clinical/practicum course). At the start of each semester and throughout the semester a report will be run to update your faculty as your paperwork is completed and confirm which preceptors you are ready to start with.
8. Clinical/Practicum site & Preceptor Agreement form:

Nurse Education NS 894

- [Nurse Education NS 894- Clinical/Practicum Site & Preceptor Agreement Form](#)

Health Care Administration NS 898

- [Health Care Administration NS 898- Clinical/Practicum Site & Preceptor Agreement Form](#)

Nurse Practitioner

- [Nurse Practitioner- Clinical/Practicum Site & Preceptor Agreement Form](#)

This form works on all major web browsers and most mobile technology devices.