

**UW Green Bay RN-to-BSN Program**  
**N455 Community Health Nursing Practicum**  
**Prerequisite Requirements Checklist**

**6 TO 12 MONTHS IN ADVANCE**

	Review your academic plan (with your nursing advisor as needed) to determine the appropriate semester to enroll in 455 CHN Practicum.
	Plan for prior completion or concurrent enrollment in 454 Community Health Nursing (theory). Students in the nursing major must receive a grade of C or better in all upper level nursing courses.
	Review all content and information on the RN-BSN website under student resources.
	Request Practicum prerequisite instructions from Practicum Assistant, Kaitlin Williams: <a href="mailto:williamk@uwgb.edu">williamk@uwgb.edu</a>
	Review health prerequisite list & gather/obtain necessary immunization & credential documents.
	Order background check & immunization tracker through Viewpoint Screening.
	Upload required documents to the Viewpoint Screening Health Portal.
	Complete WI BID form as part of background check in Viewpoint Screening. This form requires you to disclose all pending charges and convictions, including a felony, misdemeanor or municipal ordinance violation in any court (including military courts or a tribal court). If you are unsure as to whether a pending charge or conviction is covered, disclose it. Background check issues are reviewed on an individual basis.

**3 TO 6 MONTHS IN ADVANCE**

	Email Practicum Assistant, Kaitlin Williams ( <a href="mailto:williamk@uwgb.edu">williamk@uwgb.edu</a> ), once Viewpoint Screening profile is "Complete". Must be submitted prior to the due date for the desired semester. Clinical placements are made on a first come, first serve basis after all prerequisites are completed.
	Provide personal demographic & preferred public health agency choices by completing the Qualtrics survey received via e-mail from the Practicum Assistant.

**1 TO 3 MONTHS IN ADVANCE**

	Complete additional prerequisites if requested by your placement agency.
	Complete course registration via the instructions obtained from the Practicum Assistant once your placement is confirmed.
	Review all Practicum documents received in the mail approximately 2 weeks prior to start of the semester.

**UNTIL COMPLETION OF PRACTICUM FIELD HOURS**

	Maintain renewals of health prerequisites as appropriate in Viewpoint Screening until completion of all 70 Practicum field hours.
--	---