

Instructions for Returning Faculty (Re-Certification)

Your Online Orientation Certification is valid for 1 year: July 1 of the current year to June 30 of the following year. As a returning faculty, anytime on or after July 1, you need to review/update your user account information, review the modules, complete the post-tests, and complete any posted facility-specific material.

Updating Your User Account Information

- Access the Online Orientation program at: www.mcnplacement.org/orientation
- Click the "Login/Register" link in upper right corner of screen.
- Login to you CCP Online Orientation user account.
- If you forget your account information, use the "Click here for help link".
- Review/Update your user information and click the "Save Changes" button.
- You are now able to proceed to Steps 1 – 3.

Please plan 2-4 hours to complete the modules.

STEP 1: Complete the centralized modules & post-tests.

- a. Login. Click each module link in the top horizontal toolbar. Review the content. Use the links in the left-margin to access each module's sub-sections.
- b. Complete a post-test for each module (the last link in each module's sub-section list). You must score 100% on each post-test. You may retake a test until a score of 100% is achieved. **Note:** you must login to take a post-test or continue a test that you already started.
- c. You may start a post-test and return later to complete it. Be sure to **SAVE** your work before exiting. **Note:** you must log in to take a post-test or to continue a saved post-test.
- d. Once you successfully complete the post-tests, you will automatically be taken to the:
 - a. Electronic Acknowledgement Form – complete the form.
 - b. Online Orientation Evaluation – complete optional evaluation if you would like.
 - c. Demographic Survey – complete the survey.

If you know upcoming clinical assignment(s) continue to Step 2. If not, log out and return when clinical assignments are confirmed.

You must complete Steps 2 and 3 for **EVERY** clinical placement you are assigned.

STEP 2: Submit your contact information to your assigned clinical placement facility.

- a. Once you know your clinical assignment, login to the site and submit your contact information by clicking the link listed for Step 2.
- b. If you teach for more than one education program, you will be able to specify for which program you are entering an assignment.
- c. From the dropdown menu, select the health care organization (HCO) for your clinical assignment. If the name of your clinical assignment is not listed, please contact your program administrator to have it added to the list. Fill in the required information; click "Submit". The clinical assignment will be added to your Assignment List.

Note: *By clicking "Submit", you give permission for your name and email address to be sent to the health care organization where you will teach clinical.*

STEP 3: Review all health care facility-specific material. (Clinical Assignment Ticket accessible following completion of Step 3.)

- a. Click on the HCO's yellow-highlighted name/link for the placement assignment you have just added. This will open the organization's facility-specific material.
- b. Review and complete the facility-specific orientation material as instructed.
- c. **Print** a copy of your Clinical Assignment Ticket.
- d. Confirm the **HCO's Ticket collection policy** through your nursing program administrator.