

## Time Line Checklist Preceptor Option

Order	Action	Completed
<b>1</b>	Student completes WCC application.	
<b>2</b>	NAWCO sends confirmation letter to student with instructions, and link to Preceptor Handbook at located at nawccb.org.	
<b>3</b>	Preceptor submits preceptor application to NAWCO. May not begin training until official approval completed.	
<b>4</b>	Student attends training course that meets eligibility criteria established by certification committee prior to beginning clinical preceptorship.	
<b>5</b>	Student receives course completion certificate from course provider and forwards a copy of certificate to NAWCO.	
<b>6</b>	NAWCO sends approval to preceptor with instructions and clinical forms. <b>DO NOT BEGIN CLINICAL HOURS UNTIL YOU RECEIVE THIS LETTER AND SEND BACK THE AGREEMENT PAGE.</b>	
<b>7</b>	120 hours of clinical training scheduled by preceptor and student.	
	a. Student documents daily hours on timesheet.	
	b. Preceptor documents student activities on clinical log.	
	Upon conclusion of 120 hours of clinical training.	
<b>8</b>	a. Preceptor completes Clinical Narrative Evaluation form and reviews with student.	
	b. Preceptor submits clinical log, evaluation, and timesheet to NAWCO by Fax, email or mail.	
<b>9</b>	NAWCO reviews clinical log and hours.	
<b>10</b>	NAWCO sends approval to student with authorization for WCC exam. (Administered by PS)	
<b>11</b>	Student schedules exam with PSI	
<b>12</b>	Student takes exam and receives results immediately.	
<b>13</b>	NAWCO sends link to WCC certification certificates to certificate login section of website	
<b>14</b>	In 5 years student (WCC) submits recertification paperwork to NAWCO	