

STUDENT EXTERNSHIP APPROVAL FORM

Must be submitted by department manager/supervisor upon giving approval for a student to complete hours in your department. No student will be processed without this form in place.

**Submit this form to Hospital Education (caryjj@ah.org)
a minimum of 3 weeks prior to the approved start date.**

*****PLEASE INSTRUCT THE STUDENT OR SCHOOL TO REACH OUT TO caryjj@ah.org UPON APPROVAL*****

STUDENT INFORMATION:

STUDENT NAME: _____

SCHOOL (must have current contract in place): _____

PROGRAM (must be covered by current contract): _____

SCHOOL CONTACT NAME/EMAIL: _____

DEPARTMENT APPROVAL (Manager or Supervisor):

APPROVED BY: _____ TITLE: _____

DEPARTMENT: _____ TODAY'S DATE: _____

APPROVED **START DATE** IN YOUR DEPT: _____

APPROVED **END DATE** IN YOUR DEPT: _____

DOES THIS STUDENT REQUIRE COMPUTER ACCESS? YES NO

DOES THIS STUDENT REQUIRE AHRO EMAIL? YES NO

All approved students must go through a clearance and onboarding process. Hospital Education will inform the department upon student being fully cleared to receive a hospital badge and begin externship.