This guide applies to AGNP & PMHNP students who are...

- Preparing to take N755 or N782 next term and have taken all practicum pre-requisites.

As part of the planning process for your first clinical practicum, you will be asked to complete a Placement Planning form. This form collects basic information (DOB, current employer, employer department/unit, placement preferences—if any) and includes a poll to indicate your status in finding a placement/preceptor.

On the Shared Documents page, you will find lists of agencies with affiliation agreements (for the School and for your program). Use these lists, and your professional network, to seek prospective opportunities with MD/DOs or NPs in your specialization who may be willing to precept you.

Once you have found a placement/preceptor willing to work with you (verbal commitment), or if you are matched with an agency through your program, you will need to submit your placement details in InPlace for further processing.

Please read this guide carefully and contact Mrs. Tanit Lang-Michelson at tl235@hunter.cuny.edu if you have any questions or concerns.

Quick Guides provide targeted information about a topic. For general documentation, please download the InPlace Student User Guide.

Summary of Actions Required

Confirm your eligibility and intent to start clinicals for the upcoming term. Attend any orientations hosted by your program. Submit all health and clinical clearance documentation as listed in CastleBranch.

Log in to InPlace to fill out a Placement Planning form located on your student profile (username > My Details).

Download agency affiliation agreement lists (for the School of Nursing and for your program) from the Shared Documents page. Refer to these lists when networking and seeking placement opportunities.

- If you have found a new placement at an affiliated agency, use the Self-Placement Request form on your home page to submit it to the School for processing.

- If you have found a placement at an unlisted agency, notify your program coordinator ASAP to request an affiliation agreement with CUNY Legal.
Log in to InPlace at https://huntercollege-us.inplacesoftware.com.

Click the top button, **Login with Hunter NetID**

NetID information from ICIT:
www.hunter.cuny.edu/it/help-docs/the-hunter-netid

If you do not know your NetID:
https://netid.hunter.cuny.edu/verify-identity

To reset your NetID password:
https://netid.hunter.cuny.edu/forgot-password

On the next page, enter your **Hunter NetID** credentials to sign in (example: *sm1234*).
The InPlace student home page will display upcoming/confirmed placements, recent alerts and notifications, and reminders to complete tasks within the system.

**Your To Do list** will show outstanding forms to be completed, including the initial placement planning poll and any resulting follow-up forms that are shared with you based on your response.

**Notifications** may include alerts regarding your placement status, alerts published by college staff, and other system messages.
Go to your student profile (username > My Details) to complete the Placement Planning form.

Information needed (all students):

- Date of birth
- Current place of employment (name of agency and the department/unit)
- Basic placement preferences (e.g., preferred borough, clinical setting, etc.)
- Languages spoken (only those you would feel proficient speaking in a clinical setting)
- Placement Planning Poll (shown below): Use this poll to indicate your status in seeking or finding a placement for the upcoming term.

**Placement Planning Poll**

*For this upcoming term/course, have you secured the commitment of an agency/preceptor who is willing to work with you?*

- Yes – I have found a new placement/preceptor for the upcoming term [Important: submit a Self-Placement Request form]
- No – I am looking for a placement/preceptor for the upcoming term.
- Other – My placement was already added to InPlace or is pending further processing.
- N/A – I am NOT enrolling in this course for the upcoming term.

*If you do not see this form or question on your student profile, contact your program coordinator for assistance.*
Complete additional forms if needed

The Placement Planning form (on your ‘My Details’ page) includes a poll to indicate your status in seeking/finding a new placement.

**Follow-up actions to take:**

- If you chose YES (you have found a placement/preceptor)
- If you chose NO (you are seeking a placement/preceptor)

Students who are seeking a placement should complete all fields in the *Placement Planning form* as early as possible to allow more lead time for your program coordinator and/or school placement staff to share potential leads and opportunities. The School cannot guarantee placement; please continue searching for placement opportunities on your own until suitable arrangements have been found.

**Agency Deadlines**

When searching for placement and completing these forms, please be aware that some larger agencies set placement deadlines for each term (see your *Shared Documents* page in InPlace for a list). Unless noted otherwise, other agencies require schools to submit requests ~30 days before the term begins.
Self-Placement Requests

Self-Placement Request form

For students who have found a placement/preceptor who has verbally agreed to precept them.

When you find a placement (or are matched with one by your program), you must submit a request with these details in InPlace. Use the Self-Placement Request form on your home page to submit your request to the School and have it published to your account for further processing.

Information needed for form:

• Agency name, address, department/unit, and other information (e.g., website URL)
• The full name, credentials, and contact information (email and business or cell phone if preferred) of a preceptor (licensed MD/DO or board-certified NP) who has agreed to work with you.
• The full name, credentials, and contact information (email and business phone) of a legal/clinical contact at the agency who is responsible for approving NP placement requests from schools.
• You must have secured a verbal commitment from the agency/preceptor before submitting your request.


The form will remain open until the closing date noted in the link on your home page. However, some agency deadlines are much earlier—see your Shared Documents page for a list.
When submitting more than one request, the duration can be the same—there’s no need to split them.

Filling out the Request form

Enter the same Start and End dates of the term as shown in the course heading for the placement period. The Experience and Duration fields will auto-fill with your course’s total required clinical hours. Do not enter Schedule information (you’ll log hours as you go when the placement starts).

If you need more than one placement to meet the practicum’s hourly requirements, submit a separate request for each distinct placement site (e.g., department/unit), even if they are within the same agency.

### Placement details

<table>
<thead>
<tr>
<th>Period</th>
<th>210 HOUR N768 (PC 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>End</td>
</tr>
</tbody>
</table>

### Duration

<table>
<thead>
<tr>
<th>Experience</th>
<th>Duration *</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>N768 (PC 3)</td>
<td>210</td>
<td>HOUR</td>
</tr>
</tbody>
</table>

When submitting more than one request, the duration can be the same—there’s no need to split them.
How Requests are processed

Data that you submit in the form is compared against our Agency database. The system will try to match what you typed with existing records.

- **Student Types:** “Memorial Sloan Ketterig” (note the typo)
- **System Finds:** “Memorial Sloan Kettering Cancer Center (MSKCC)” 79% match

*To make matching more accurate, include as many details as possible in the form.* Missing or inaccurate details will delay the processing of your placement and may require you to revise and resubmit your request.

**Too Vague**

<table>
<thead>
<tr>
<th>Agency agreement contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Dr</td>
</tr>
<tr>
<td>First name *</td>
</tr>
<tr>
<td>K.</td>
</tr>
<tr>
<td>Last name *</td>
</tr>
<tr>
<td>Jones</td>
</tr>
</tbody>
</table>

**Perfect!**

<table>
<thead>
<tr>
<th>Agency agreement contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Dr</td>
</tr>
<tr>
<td>First name *</td>
</tr>
<tr>
<td>Karen</td>
</tr>
<tr>
<td>Last name *</td>
</tr>
<tr>
<td>Jones</td>
</tr>
</tbody>
</table>
What happens next?

The form’s link will show how many requests you have submitted.

![Self Placement submission open for NURS75500 1P01 PRA 2020 SU - PLA Requests (5/26/2020 to 8/18/2020)](image)

The school will review your submission(s) to determine:

- If the setting/preceptor is appropriate for the practicum;
- For requests with your employer, if the requested department differs than where you are usually assigned.
- If you meet health/clinical clearance and/or other placement requirements; and
- If the college has a valid affiliation agreement with the requested agency.

Download an agency agreements list in InPlace from your ‘Shared Documents’ page. AGNP and PMHNP students may also download a more targeted list of agencies for their program. If you do not see your requested agency listed in either document, inform your program coordinator as soon as possible. New agreements can take several months, especially with larger agencies or those requiring revisions to CUNY’s standard agreement. The School is unable to expedite this process.

Once approved, the school will send a formal request to the agency on your behalf. The entire process may take several weeks depending on class size, demand, and agency documentation requirements. Be sure to stay up to date on all clinical clearance requirements in CastleBranch.
If an upcoming placement needs an update (for example, if you were paired with a new preceptor due to scheduling issues), submit a Change Request using the blue button at the bottom of the placement’s Details tab.

When to submit a Change Request:

- If your placement details page does not list a preceptor (at least one preceptor must be listed by your start date).
- If your preceptor has changed.
- If your preceptor’s email address is missing or incorrect (required for evaluations).
- If you need to remove a placement entirely (no longer attending).
- Once the term has started, if your placement details page does not list your seminar instructor.
Examples of Change Requests

Since the Change Request form is just one text box, please be specific in requesting what actions should be made.

**Change Preceptors (Add one, Remove one)**
“Please remove [Preceptor Name] and add: [New Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”

**Preceptor’s Email Address is Missing or Incorrect**
“The email address for [Preceptor Name] should be [Preceptor Email Address].”

**Add a Preceptor**
“The director at my placement site has assigned a preceptor for me: [Preceptor Name and Credentials], [Email Address], [Business Phone or Mobile Phone].”

**No Longer Attending Placement Site**
“I will not be attending this site - Please remove it.”

*Important: Inform your Placement Coordinator if you have not already done so. If you are voluntarily withdrawing from a placement site, remember to thank your prospective preceptor for the opportunity.

**Add or Change Seminar Instructor**
“I have changed seminars to Section 3 with Dr. Kim Jones.”

*If no placement is listed for your practicum, the Change Request form will not be available. Contact the graduate placement office or your program’s coordinator for assistance.*
How Change Requests are processed

A green confirmation box will appear when your request is submitted successfully.

Once processed by placement staff, you’ll see a status update on your home page:

- **Pending** – Request is being reviewed and/or more info may be needed to process
- **Accepted** – The request has been approved/processed (no further action needed)
- **Not Approved** – The request was not approved or was closed for another reason (too vague, no action required, submitted on the wrong placement, etc.).