Clinical Placements Northwest
Beta Website Student Guide

1. Before You Begin

Before you register, gather the items below. Having everything ready makes the process smoother and reduces back-and-forth with your program or CPNW reviewers.

- Your CPNW registration access code from your program's clinical coordinator.
- A personal email address you check regularly (this becomes your CPNW username).
- Your mobile phone details so you can set up two-factor authentication (2FA).
- Basic personal information for your profile: mailing address, emergency contacts, and
- demographics.
- Immunization and screening records (for example: Hepatitis B, TB, MMR/MMRV, Varicella, Tdap, Influenza, COVID-19).
- Evidence of your current AHA BLS Provider Course completion, if applicable.

2. Create Your CPNW Account

Use the registration access code from your coordinator to create your CPNW account and verify your email.

- Go to https://beta.cpnw.org/Account/Register. Enter the registration access code provided by your program.
- Enter the email address you will use for CPNW and create a strong password.
- Choose how you want to receive your two-factor authentication code (for example, email).
- Select Create Account. CPNW immediately sends you an email verification link—check your spam/junk folder if you do not see it right away.
- Open the verification email and click the link within the time limit. If the link expires, sign in with your email and password to trigger a new verification email.
- After you verify your email, CPNW returns you to the site. Click Complete Registration to continue.

3. Record Consent and Complete Your Profile

Once your email is verified, CPNW will guide you through required consent form and your student profile.

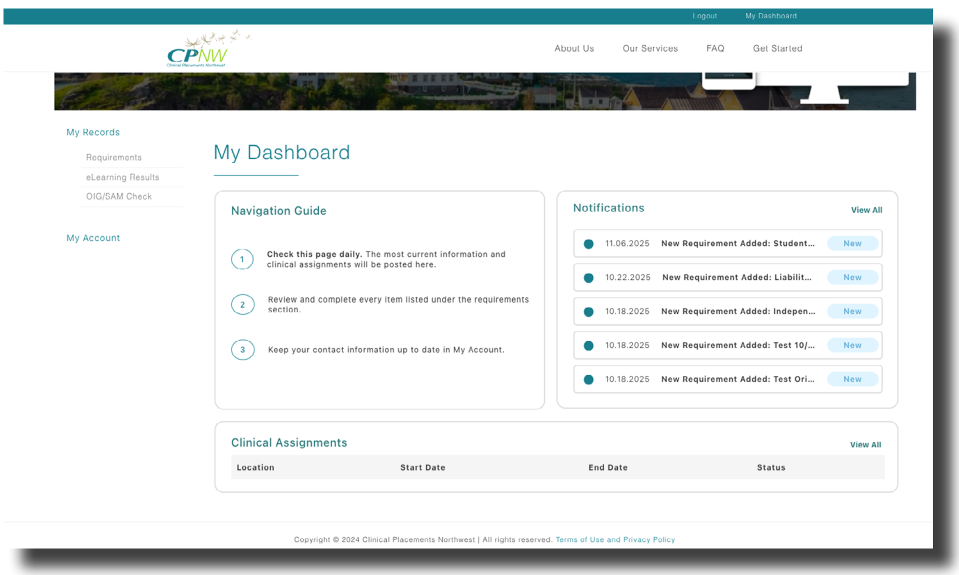
- Sign in with your new account and review the Consent Form and Student Self-Pay Refund Policy.
- When you agree, select Record Consent.
- Complete every field on the My Profile page carefully (legal name, contact info, emergency contacts, and mailing address).
- When you are finished, click Update Profile. You will be redirected to the landing page.
- Select Logout. Your registration request is now waiting for your program's clinical coordinator to review.
- Allow up to two business days for approval. If you do not see an update after that window, contact your coordinator to ask about the status.
- After your coordinator approves your account, sign back in at any time to reach your CPNW dashboard and begin working on requirements.

4. Tour Your CPNW Dashboard

Your dashboard is your home base. It shows your records, personal settings, notifications, and clinical assignments in one place.

Key areas of the dashboard include:

- ***My Records*** panel on the left: links to your Requirements table, eLearning Results, and the
- OIG/SAM exclusion check status.
- ***My Account*** panel, below My Records: update your profile, change password and 2FA settings, and manage your demographics and profile photo.
- ***Notifications*** on the right: alerts for new or updated requirements, messages from coordinators or reviewers, and reminders about items approaching expiration.
- ***Clinical Assignments*** at the bottom: shows each facility, the rotation start and end dates, and whether the assignment has been fully approved.



5. Open and Review Your Requirements

CPNW collects your clinical readiness requirements inside a single table so you can see what is outstanding, in review, or approved.

- From the dashboard, open the My Records panel and select Requirements.
- Review the columns for each requirement: name, status, expiration (if applicable), type, frequency, and category. You can sort by any column header.
- Click the requirement name to open its details. eLearning modules open in a new browser tab; most other items open a modal window with instructions and upload tools.
- Use the message board on the right side of the Requirements view to communicate with your program coordinator, facility coordinator, or CPNW reviewer.

For a deeper description of each requirement (Hepatitis B, TB, MMR/MMRV, Varicella, Tdap, Influenza, COVID-19, background checks, BLS, and Criminal History Disclosure), see the detailed CPNW Requirements guide on the FAQ site.

6. Prepare Documentation and Upload It Correctly

Submitting clear, complete documents the first time keeps your placement on track. Each upload must stand on its own as a complete record.

Every document you upload should clearly show:

- Your full legal name exactly as it appears on your CPNW profile.
- The healthcare provider or lab name and their contact information.
- The title of the exam, vaccine, or lab test (for example, “MMR Titer” or “Tdap Booster”).
- The date of service, including each dose if the series has multiple injections.
- The result or provider signature confirming completion.

Accepted file types include:

- Document formats: .pdf, .docx, .txt, .pptx, .xlsx
- Image formats: .jpg, .jpeg, .png

Common reasons documents are rejected include:

- Missing key data (such as your name, provider details, dates, or results).
- Records that expire within about 30 days of submission, such as TB screenings or CPR cards.
- Handwritten immunization cards without a provider signature or official certification.
- Files downloaded from portals that can be edited after download (for example, some Department of Health or MyIR printouts).
- Screenshots that cut off your name or the service date, or images that show multiple students in one file.

Before you upload, preview the file yourself. If the text is hard to read or looks blurry, assume reviewers will have the same problem and request a clearer copy.

7. Complete Your eLearning Modules

- Required eLearning courses appear directly in your Requirements list and open in a separate browser tab or window.
- From the Requirements table, click the module name in the first column. eLearning items always open in a new tab.
- Keep the original CPNW tab open while you complete the course so your score can sync back
- automatically.
- If the module does not launch, allow pop-ups for the site in your browser and try again.

Once the module window opens:

- Click Start Course on the overview screen. Leaving this step undone keeps the module in a “not started” state.
- Use headphones if the course includes narration and move through all slides, videos, and interactions.
- Take the quiz at the end. Most modules require a score of 80 or higher to pass; you can usually retake the quiz if needed.
- When you see the completion screen, leave the tab open for a few seconds so the learning system can send your result back to CPNW.

- Return to the Requirements tab and refresh. The requirement's status, score, and expiration date should now show as completed.
- Use the eLearning Results menu on your dashboard if you need to download a PDF copy of your completion record.

If your completion or score doesn't appear:

- Reopen the course tab and confirm it shows 100% complete, then refresh CPNW again.
- Make sure you launched the course from the Requirements table, not from a bookmark, so the completion ties to the correct item.
- Clear your browser cache or switch to a different browser if problems persist, then contact your program coordinator or CPNW support.

8. Track Requirement Statuses and Respond to Feedback

Every requirement has a status icon so you can see at a glance what still needs attention.

- Approved – Green checkmark: everything looks good; no action required.
- Conditionally Approved – Yellow checkmark: temporarily accepted, but additional doses or documentation will be expected later.
- Rejected – Red circle with a slash: something is missing or incorrect; read the reviewer's comments carefully.
- Waiver – Asterisk icon: a site-approved waiver is on file for this requirement.
- Expired – Red hourglass: the requirement is out of date and must be renewed.
- Expiring – Exclamation icon: the item is approaching expiration; update it before the deadline.
- Not Submitted – Requirement has not yet been completed or uploaded.
- Submitted / In Review – Documentation is pending review by a coordinator or reviewer.

For any status other than Approved, open the requirement, read the directions and comments, make the requested changes, and upload a corrected file. The message board on the Requirements page is the best place to ask clarifying questions.

9. Use Your Dashboard Tools to Stay Compliant

Once your initial onboarding is complete, make a habit of checking CPNW regularly so nothing slips through the cracks.

- Review Notifications for new requirements, messages, or approaching expirations.
- Verify your Clinical Assignments details before each rotation so you know where to report and when.
- Update your contact information in My Profile whenever your address, phone number, or emergency contact changes.
- Visit My Security Settings if you need to change your password or two-factor authentication method.
- Check the Requirements table at the start of each term to be sure everything is still current and approved.

10. When You Need Help

Most issues students encounter are solved quickly with a password reset, an email search, or a quick message to the right contact.

- Resetting your password: From the login page at https://beta.cpnw.org, click Forgot your password? and follow the prompts sent to your registered email address.
- Not receiving verification or 2FA emails: Check every spam or junk folder, especially if you use a school or hospital email. Add cpnw@cpnw.org and support@cpnw.org to your safe-sender list.
- Checkr background check emails: Look in spam/junk for invites from Checkr. Links are time-limited, so start as soon as you receive one and contact your program coordinator if it expires.
- Document upload or navigation problems: Start by asking your program coordinator—they know your program's expectations and can escalate to CPNW support if needed.

If you still need assistance, email support@cpnw.org with your full name, program, and a brief description of the problem so the team can help you quickly.

Quick Onboarding Checklist

- Get your CPNW registration access code from your program.
- Create your CPNW account, verify your email, and record required consents.
- Complete your My Profile information accurately.
- Wait for coordinator approval, then log in to your dashboard.
- Open the Requirements table and review all outstanding items.
- Gather and upload clear documentation in accepted formats.
- Complete all assigned eLearning modules and verify they show as completed.
- Monitor requirement statuses and respond to any rejections or conditional approvals.
- Watch your notifications and keep an eye on clinical assignments.
- Contact your coordinator or CPNW support whenever you need help.

Once this checklist is complete and every requirement shows as Approved, you are fully onboarded and ready for clinical placements through CPNW.