Clinical Field Experience Verification Form Step-by-Step Guide*

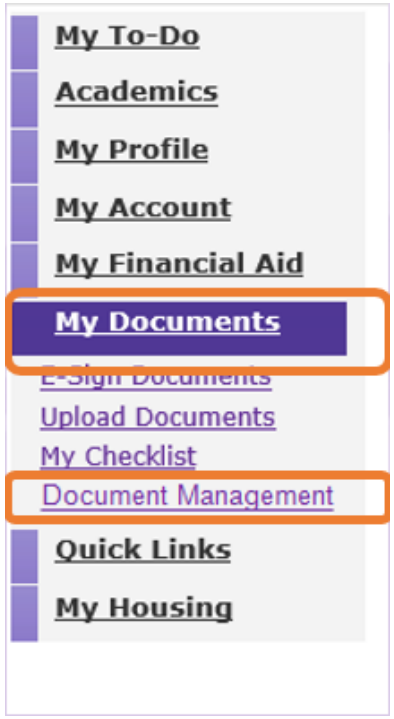
GCU College of Education
Clinical Practice Department

*This process is effective for all new practicum/field experience courses that begin on or after 4/24/2017.

© 2017. Grand Canyon University. All Rights Reserved.

Step 1: Access the Clinical Field Experience Verification Form

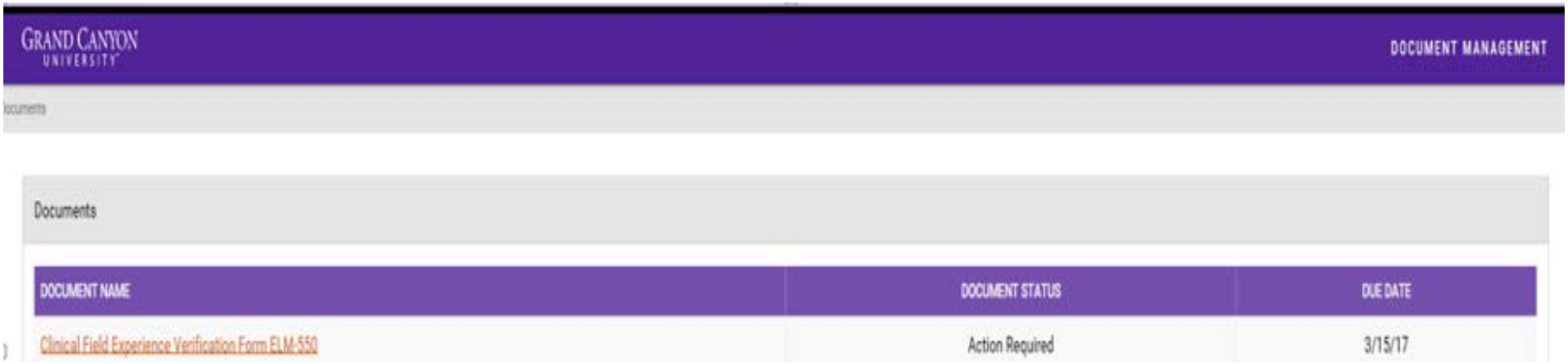
The form can be found in the Student Portal by navigating to the "***My Documents"*** menu and selecting the link for "***Document Management"***.



© 2017. Grand Canyon University. All Rights Reserved.

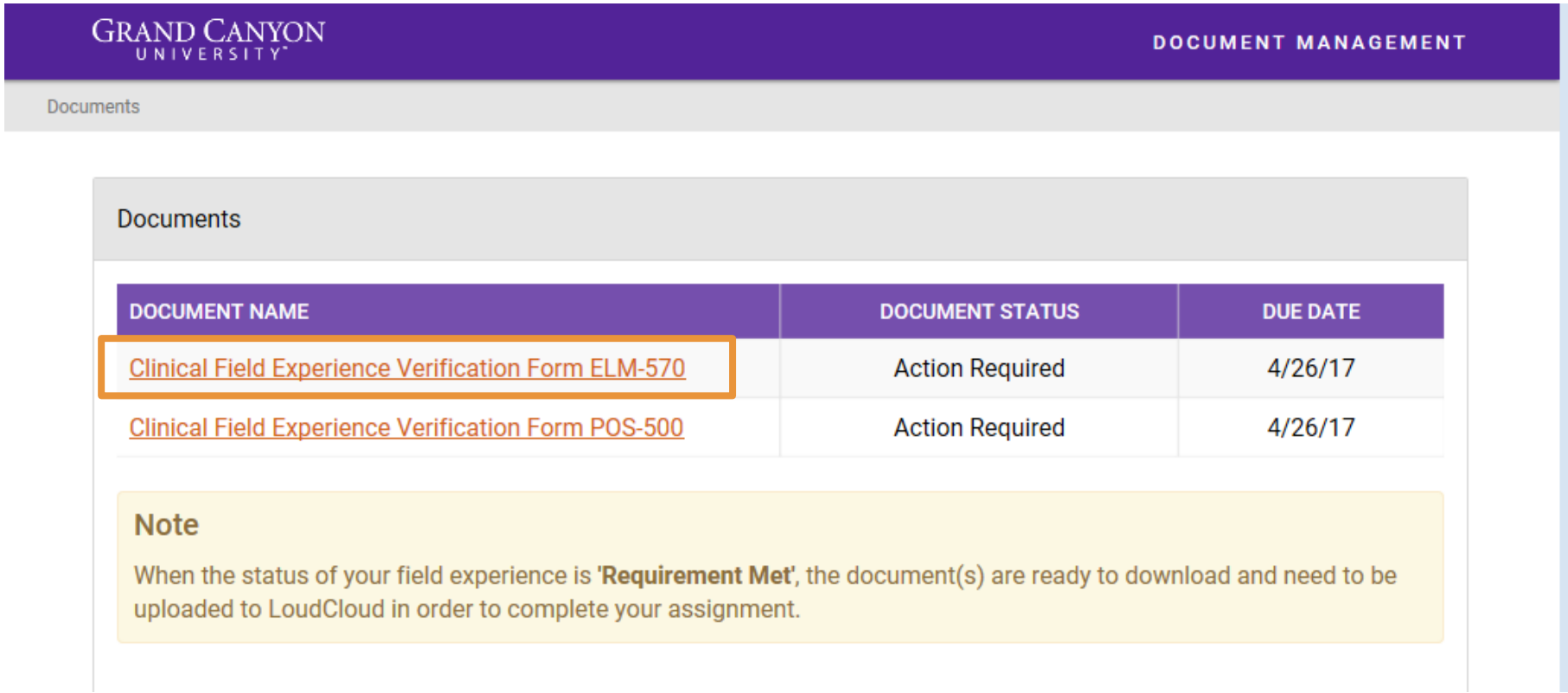
Introduction to the "Document Management" home page

- From the ***"Document Management"*** home page, you will be able to manage the completion of practicum/field experience documents for each of your courses.
- Please note the following:
  - **Document Name:** For all course start dates on or after 4/24/2017, you will see one form listed for each of your practicum/field experience courses.
  - **Document Status:** This column will show the overall course status for your practicum/field experience requirements. Once your status shows as ***"Completed"*** you will need to download your document and submit to LoudCloud.
  - **Due Date:** Be sure and submit the form to LoudCloud by the ***"Due Date"*** as listed.



© 2017. Grand Canyon University. All Rights Reserved.

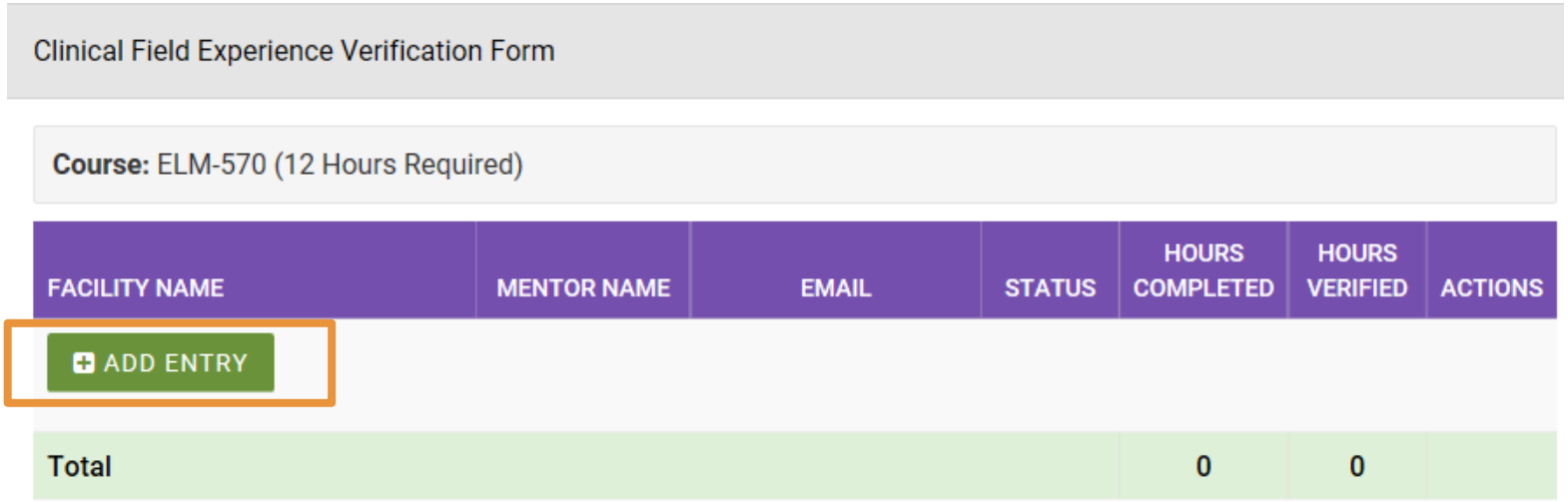
Step 2: Click on the Clinical Field Experience Verification Form for your course.



© 2017. Grand Canyon University. All Rights Reserved.

Step 3: Click “Add Entry”.

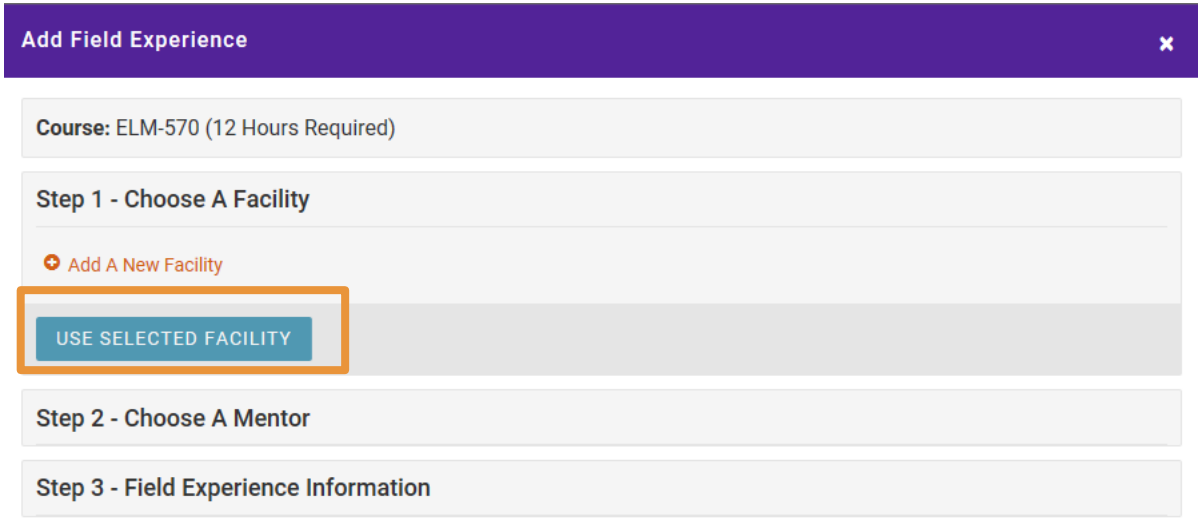
- Once you have completed practicum/ field experience hours for your course, click ***“Add Entry”.***
- The ***“Add Entry”*** button allows entry of hours completed at separate locations or with multiple mentors.
- Each entry will add up to your ***“Total”*** hours for the course.



© 2017. Grand Canyon University. All Rights Reserved.

Step 4: Adding a Facility

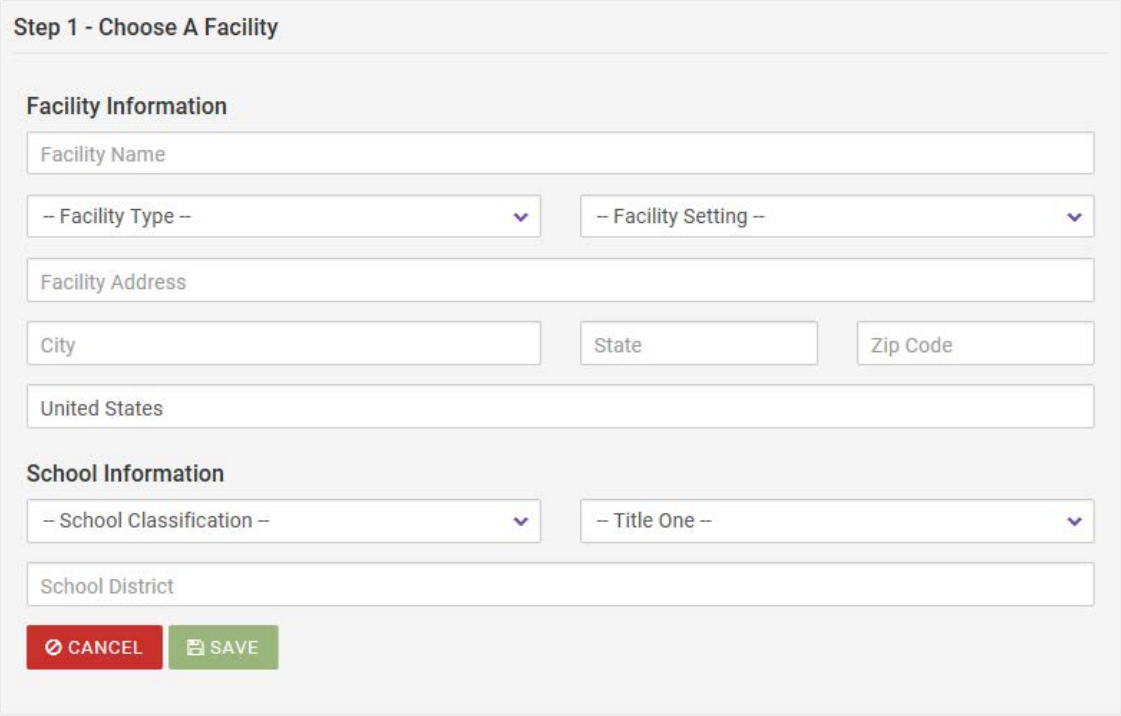
- Start by clicking ***"Add A New Facility".***
  - Note: Once you add a facility, the facility information will be saved for future use.



© 2017. Grand Canyon University. All Rights Reserved.

Adding a Facility, Continued

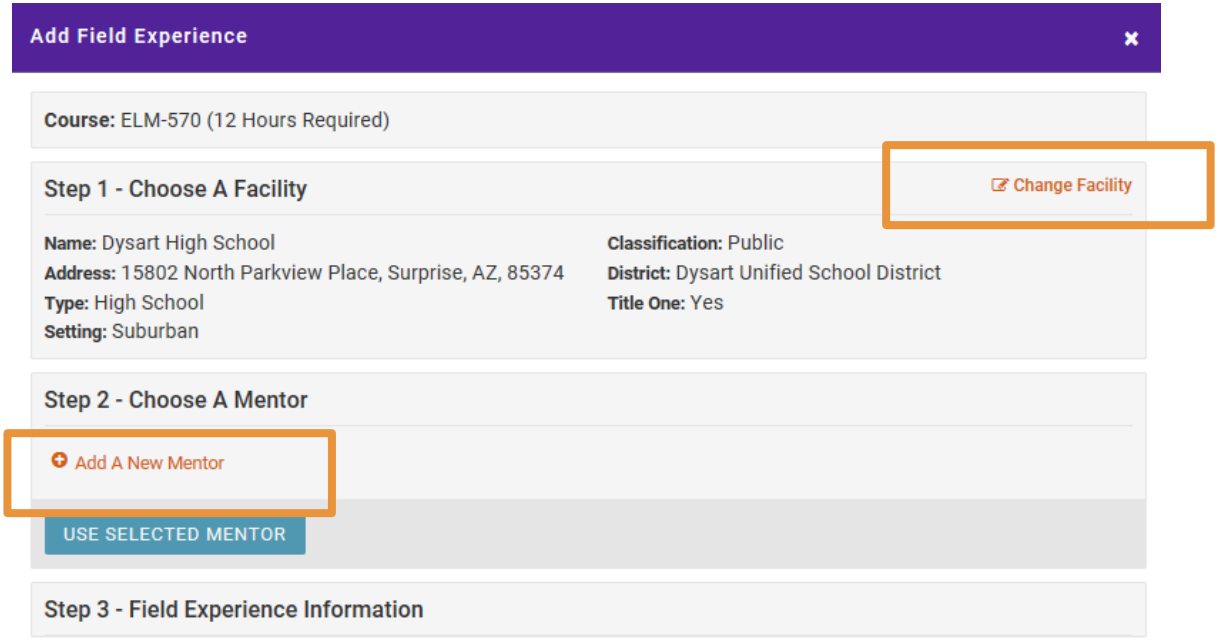
- Enter all required facility and school information.
- Click ***"Save".***



© 2017. Grand Canyon University. All Rights Reserved.

Review Facility information for accuracy.

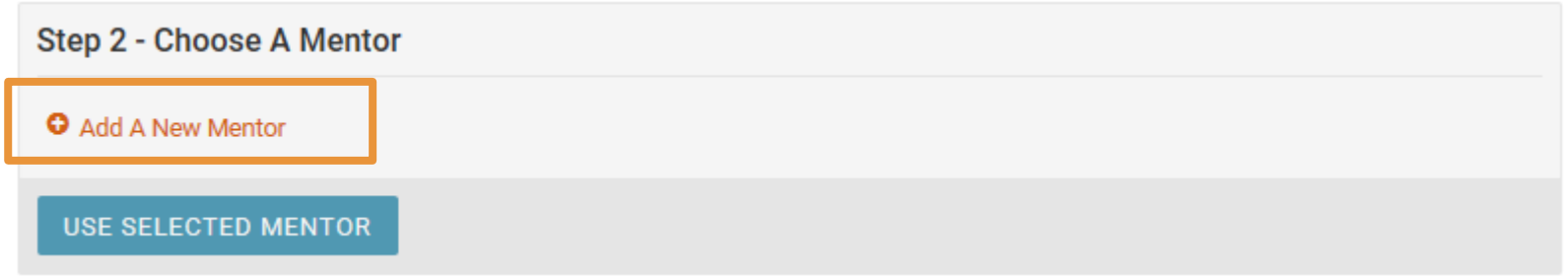
- If the facility information is ***incorrect***, select ***"Change Facility".*** Make any necessary edits and select "Save".
- If the facility information is ***correct***, select ***"Add New Mentor".***
  - Note: you will not have the option to enter Mentor information if your course does not require mentor verification.



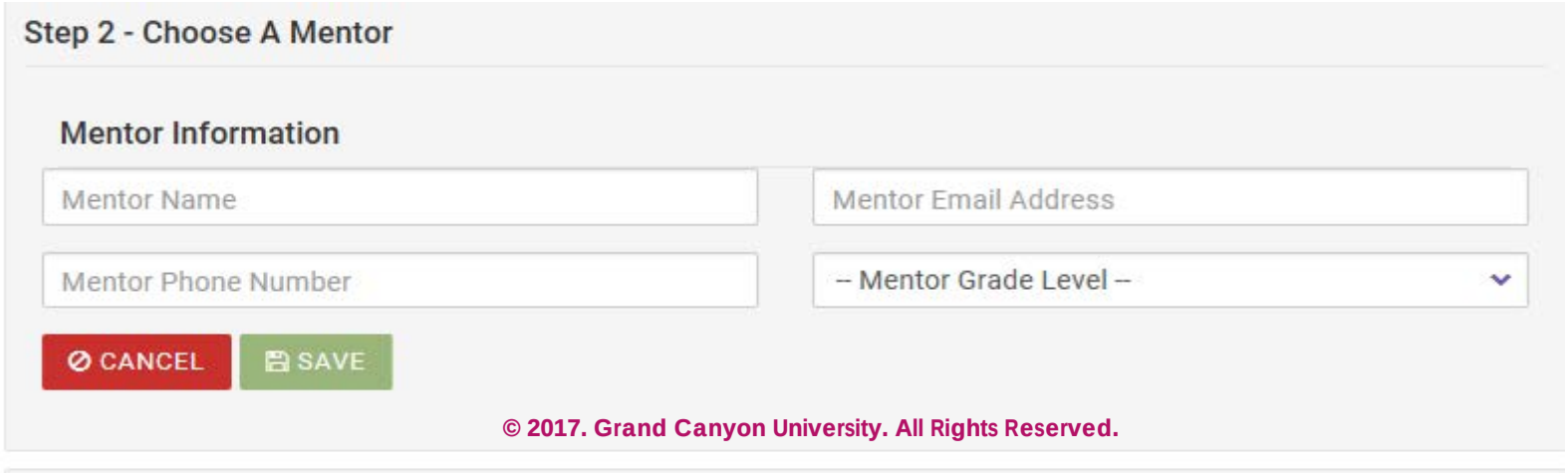
© 2017. Grand Canyon University. All Rights Reserved.

Step 5: Adding a mentor

- Select ***"Add New Mentor".***

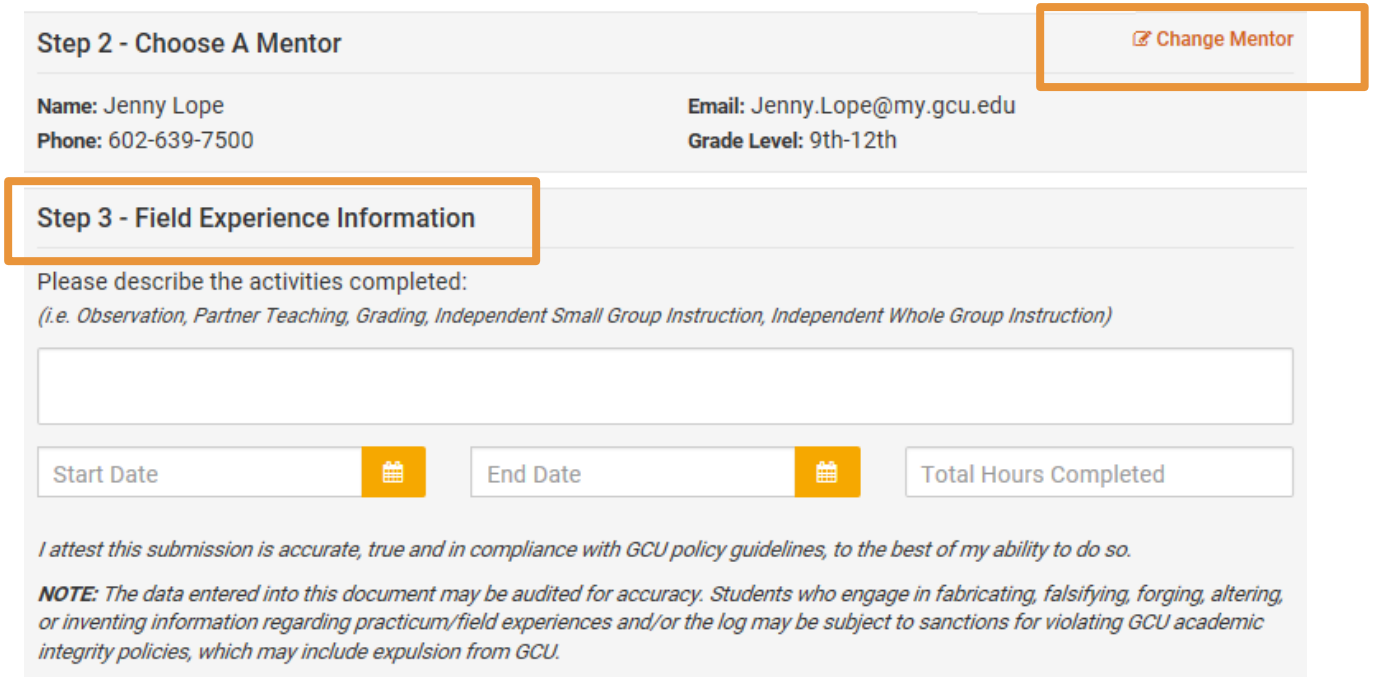


- Enter all required mentor fields and select ***"Save".***



Review mentor information for accuracy.

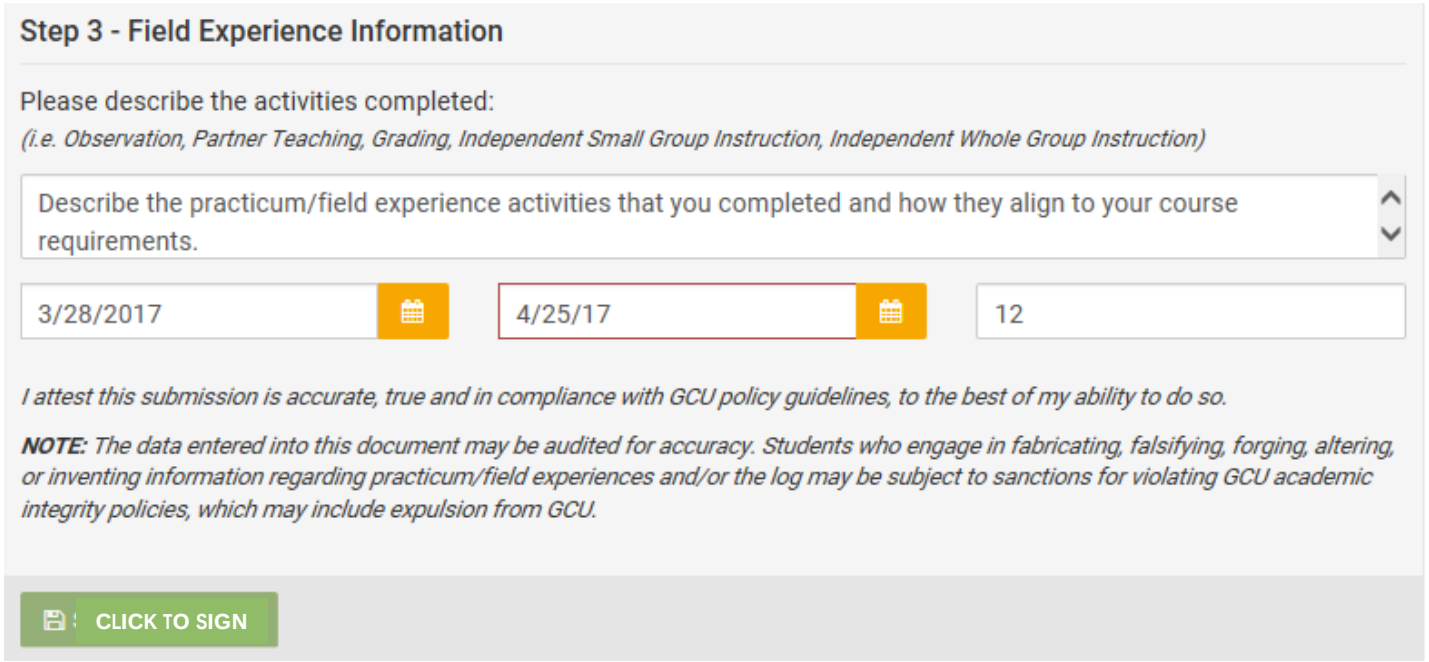
- If the facility information is ***incorrect***, select ***"Change Mentor".*** Make any necessary edits and select ***"Save".***
- If the facility information is ***correct***, continue on the ***"Field Experience Information"*** section.



© 2017. Grand Canyon University. All Rights Reserved.

Step 6: Add information about your practicum/field experience, and "Click to Sign".

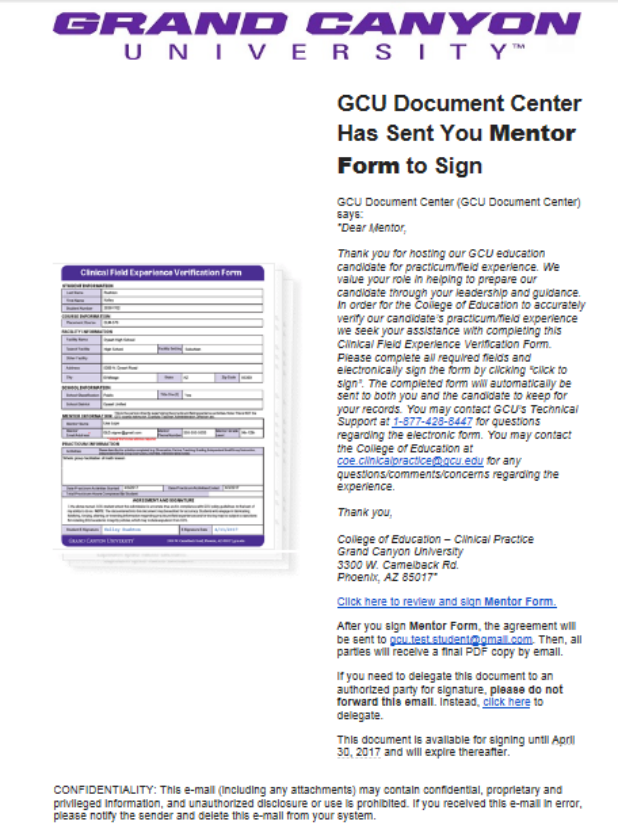
- Verify the accuracy of all information and view the disclaimer below.
- After clicking ***"click to sign"*** the hours submitted will be logged and displayed on a summary screen.



© 2017. Grand Canyon University. All Rights Reserved.

What happens after selecting "Click to Sign"?

- If the webform did not require you to enter mentor information, you will receive an email with the completed document. This document is also available for download in the GCU Student Portal.
- If the webform required mentor information, the mentor will receive an email notification to sign his/her portion of the Clinical Field Experience Verification Form.



GRAND CANYON UNIVERSITY™

GCU Document Center Has Sent You Mentor Form to Sign

GCU Document Center (GCU Document Center) says:
*"Dear Mentor,

Thank you for hosting our GCU education candidate for practicum/field experience. We value your role in helping to prepare our candidate through your leadership and guidance. In order for the College of Education to accurately verify our candidate's practicum/field experience we seek your assistance with completing this Clinical Field Experience Verification Form. Please complete all required fields and electronically sign the form by clicking "click to sign". The completed form will automatically be sent to both you and the candidate to keep for your records. You may contact GCU's Technical Support at 1-877-428-8447 for questions regarding the electronic form. You may contact the College of Education at coe.clinicalpractice@gcu.edu for any questions/comments/concerns regarding the experience.

Thank you,

College of Education – Clinical Practice
Grand Canyon University
3300 W. Camelback Rd.
Phoenix, AZ 85017"

Click here to review and sign **Mentor Form.**

After you sign **Mentor Form**, the agreement will be sent to gcu.test.student@gmail.com. Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, **please do not forward this email.** Instead, click here to delegate.

This document is available for signing until April 30, 2017 and will expire thereafter.

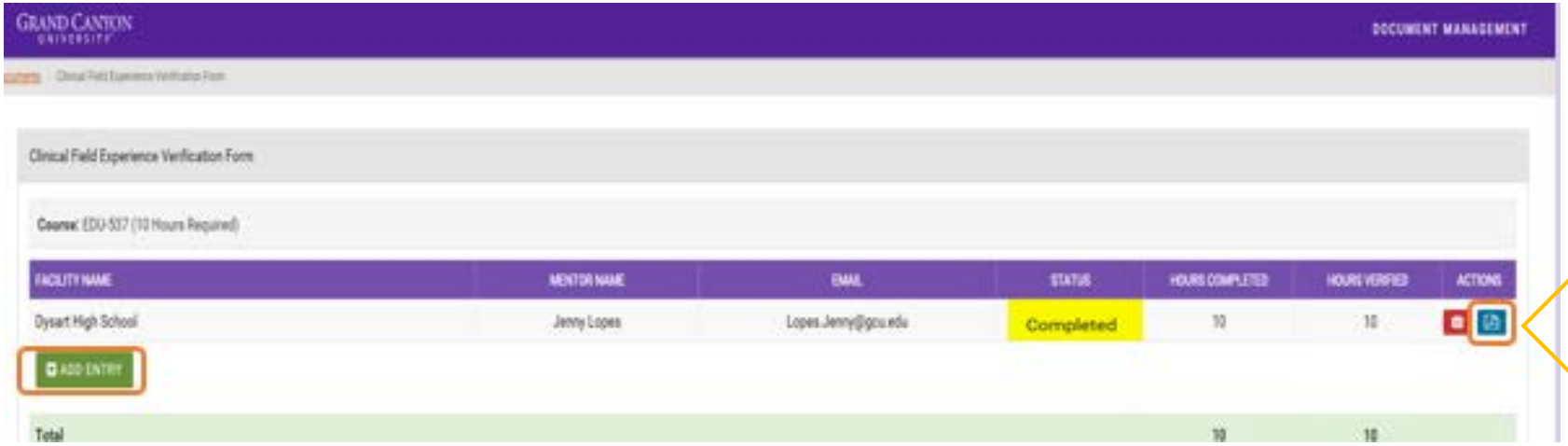
CONFIDENTIALITY: This e-mail (including any attachments) may contain confidential, proprietary and privileged information, and unauthorized disclosure or use is prohibited. If you received this e-mail in error, please notify the sender and delete this e-mail from your system.

© 2017. Grand Canyon University. All Rights Reserved.

Mentor Portion Completed

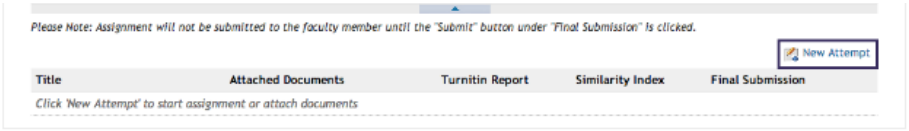
Once the mentor electronically signs and submits the form:

- The ***"Hours Verified"*** column will show the number of hours verified by the mentor.
- The status will update to ***"Completed"***.
- A copy of the completed CFE Verification form can be downloaded by clicking on the "Adobe PDF" icon under to ***"Actions"*** column.
  (A completed CFE Verification form will also be sent to your primary email address on file.)



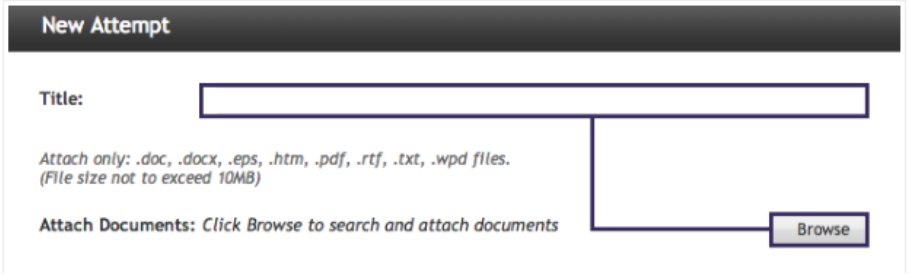
© 2017. Grand Canyon University. All Rights Reserved.

Step 7: Save the signed Clinical Field Experience Verification Form(s) and submit to LoudCloud:



In the pop-out window, enter the title of your attempt into the **Title** field and click **Browse** to locate your file(s). Locate the saved file(s) and click **Open** to attach them to your attempt.

Note: the maximum file size for LoudCloud is 10 megabytes (MB).



- Save the signed PDF(s) and keep a copy for your records.
- Submit the completed document(s) by attaching it with your associated assignment in the LoudCloud course. Click here to see instructions on Submitting Your Assignment to LoudCloud

© 2017. Grand Canyon University. All Rights Reserved.

Additional Information and Features

© 2017. Grand Canyon University. All Rights Reserved.

Important Tips!

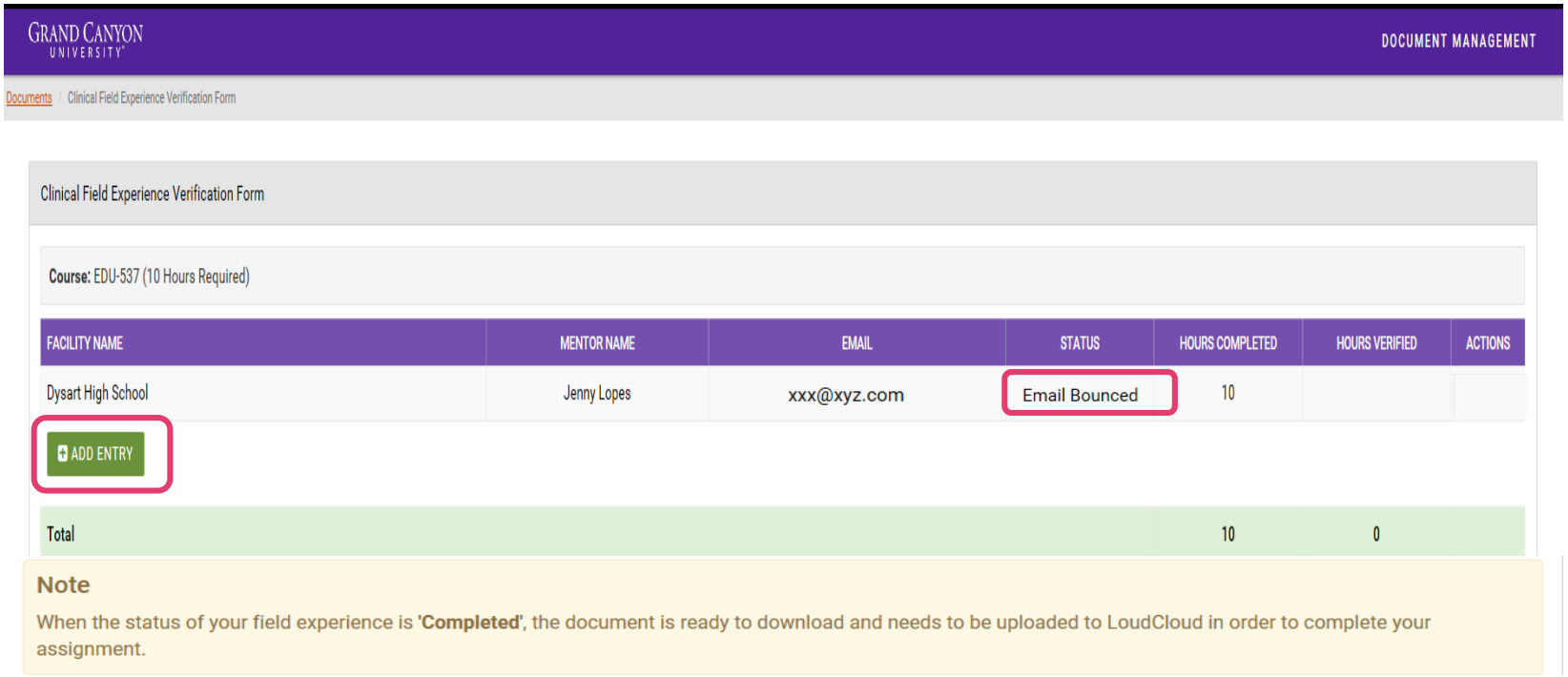
- If you are working with the same mentor for multiple hours in your course, please wait to submit the form once all hours with that mentor are completed.

- If you have multiple entries per course, you will need to submit multiple forms with the applicable LoudCloud assignment (see syllabus for instructions on where to submit your hours).

© 2017. Grand Canyon University. All Rights Reserved.

Invalid Mentor Email

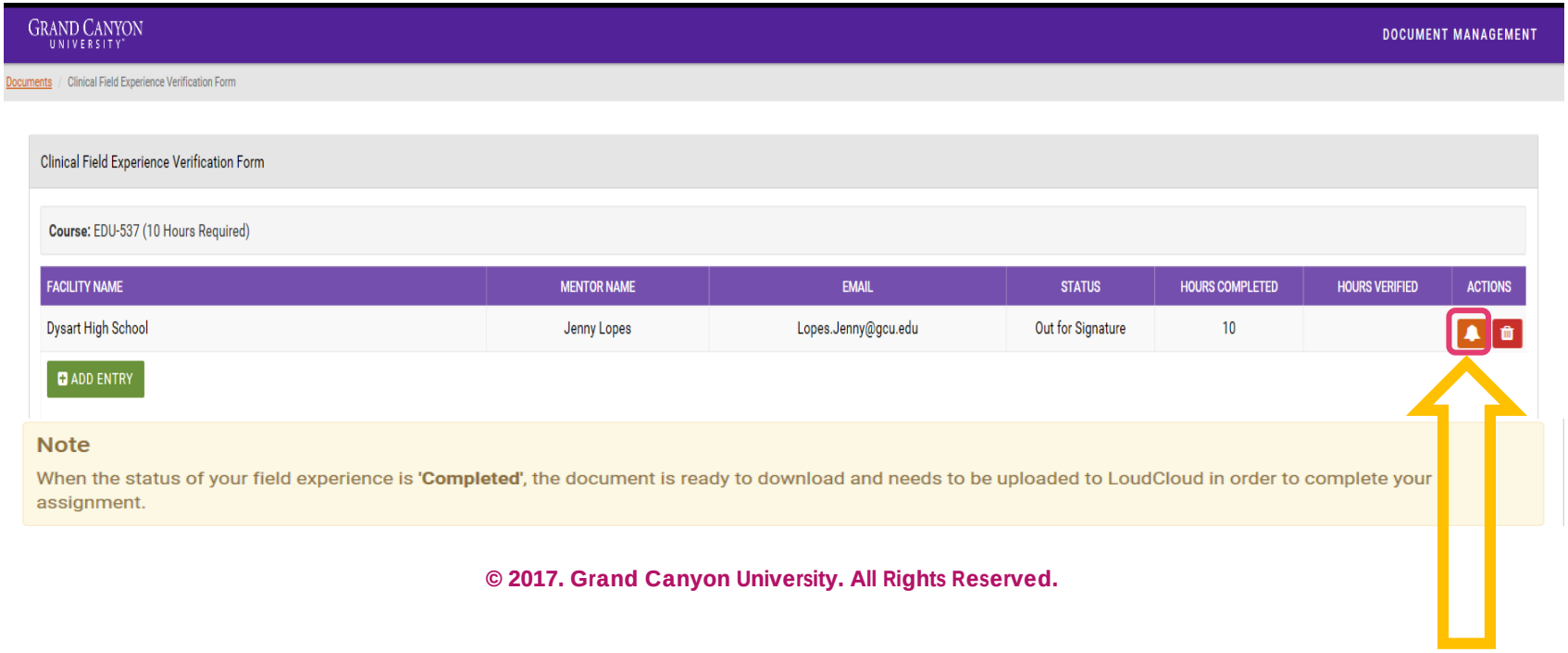
- If an invalid mentor email has been entered, the status will update to ***"Email Bounced".***
- Click ***"Add Entry"*** to update the mentor contact information and resubmit the Clinical Field Experience Verification Form again.



© 2017. Grand Canyon University. All Rights Reserved.

Mentor Reminder

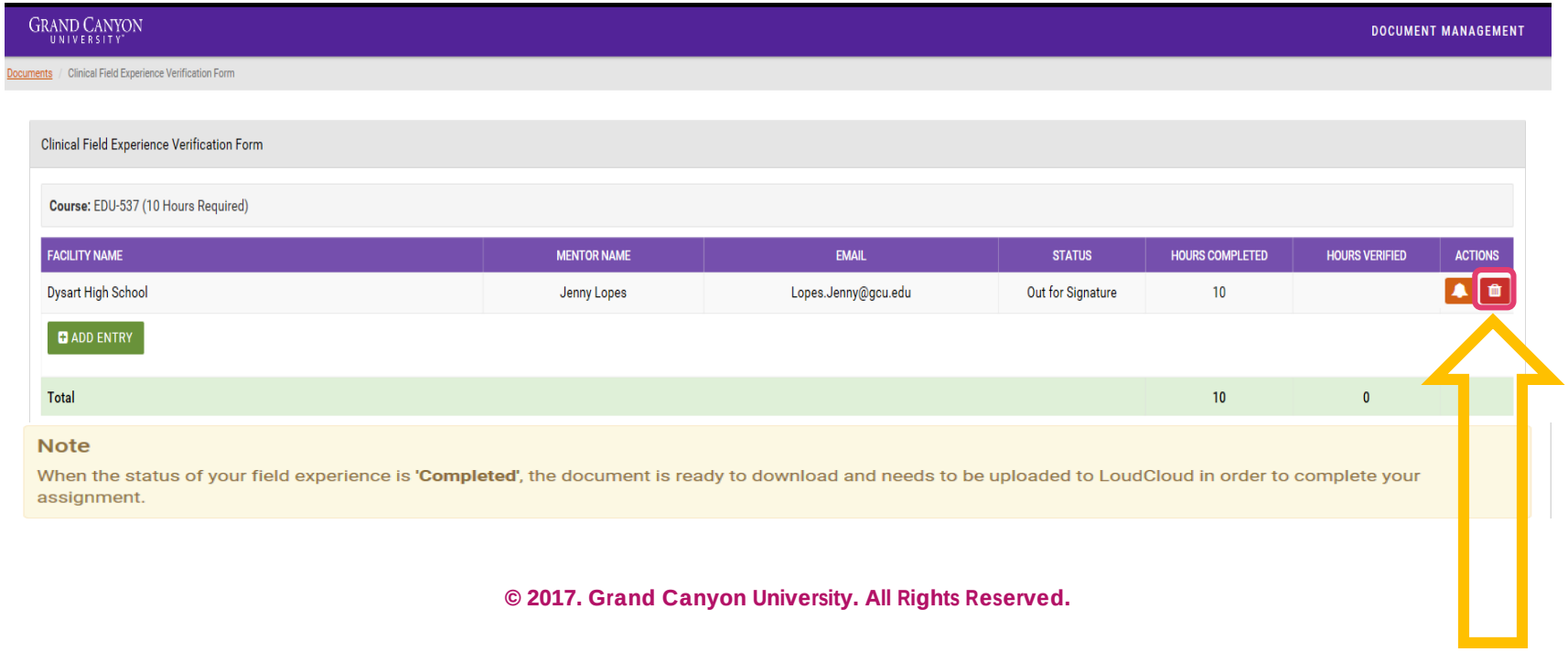
- Send a reminder email by clicking on the ***"Remind"*** icon under the ***"Actions"*** column.
- A dialogue box will appear. A message can be added and then sent to the mentor's email address by clicking ***"Send Reminder".***
  - ***Note:*** *Be respectful of how many reminders you send and the professionalism of the message.*



© 2017. Grand Canyon University. All Rights Reserved.

Edit or Cancel Document

- To edit or cancel a previously submitted Clinical Field Experience Verification Form, click the ***"Cancel"*** icon under the ***"Actions"*** column.
- A dialogue box will appear. Enter a reason for editing or cancelling the document and click ***"Cancel Document".***



© 2017. Grand Canyon University. All Rights Reserved.

Reviewing your document statuses

- From the 'Document Management' home page, you will see a "**Document Status"** for each Clinical Field Experience Verification Form. Depending on the status of your form, the ***"Document Status"*** on the Student Portal will update to one of the following:

Document Status	Description
Action Required	The document is pending student signature.
Pending	The document is pending the mentor's signature.
Requirement Met	All hours have been completed and signed by the mentor(s).

© 2017. Grand Canyon University. All Rights Reserved.

Additional Questions?

For questions, contact your Field Experience Counselor or GCU's Technical Support.

© 2017. Grand Canyon University. All Rights Reserved.