

# Columbia St. Mary's Step-by-step Preparation Process for Students\*

1. Go to <http://columbia-stmarys.org>
2. On CSM home page, in lower right-hand corner, scroll and select "**Student Placement Mandates.**"
3. About ¾ down the page, select **Compliance Checklist Form—Students Only.**

Print "Compliance Checklist". **Complete, date and sign checklist.**

- Item 1- Select **Student Acknowledgement Form – Students Only**  
Student reads and **signs** document (**attach signed document**).
  - Item 2- Select **Mandatory Education - Patient Rights**  
Student reads Patient Rights.
  - Items 3-5 (OSHA requirements)  
Student completes all CSM Mandatory Education modules online.  
After successfully completing the "Quiz for Completion of CSM Mandatory Education", make sure to print out the diploma and **attach it to the "Compliance Checklist."**
  - Item 6- Health Screening  
Student completes health assessment and requirements (can be conducted at student health center or medical facility of choice).  
**Attach supporting documentation of successful completion.**
  - Item 7– Wisconsin Caregiver Background Check  
Go to <http://wi-recordcheck.org>. (Cost covered by school.)  
**Attach necessary documentation to "Compliance Checklist"**
  - Signature - "Compliance Checklist" is to be signed by the School Education Coordinator to accept responsibility of student completion of all requirements as outlined in the Master Affiliation Agreement.
4. **Send** completed "Compliance Checklist" with supporting background check documentation to either specific **CSM Student Coordinator** or directly to:

Student Programs - LL  
Human Resources  
Columbia St. Mary's – Ofc Cntr  
4425 North Port Washington Road  
Glendale, WI 53212  
(414) 326-2632; (414) 326-2603 fax  
LLawrenc@columbia-stmarys.org

Semester Deadlines: Fall-July 15<sup>th</sup>; Spring-November 15<sup>th</sup>; Summer-May 15<sup>th</sup>.

- \* There must be an active Master Affiliation Agreement between Columbia St. Mary's and the School before students can begin at Columbia St. Mary's. To initiate the contract process, please contact Laura Lawrence.