

PERCOM CLINICAL PACKET REQUEST FORM

Student Name: _____

Course Level for Rotations (EMT, AEMT, or Paramedic): _____

Once all your clinical documents and 10-panel drug screen have been cleared by the Clinical Assistant, you will receive a Clinical Packet from PERCOM's Executive Assistant's office and an email from the Clinical Coordinator (or her Assistant) with scheduling instructions.

The Clinical Packet will contain items that you **MUST** have before you can attend any rotation shifts as a PERCOM student. These include:

1. Student ID nametag with your overall course deadline noted on the tag
 - a. If you are too close to that deadline now to be able to complete rotations, you may be asked to go to percomcourses.com, Support, and find the Extension Request form and request an extension before the Student ID nametag can be generated. The extension date will need to then be sent to Sherri Carson before your nametag can be made. If your deadline expires after receiving your Clinical Packet but before you complete all rotations, you must request an extension and then notify Sherri Carson that you will need a new Student ID nametag. **The charge any nametag after the first one to the student will be \$15.00.**
2. One PERCOM student uniform shirt
 - a. All students are supplied one uniform shirt free of charge. If you wish to have more than one, you should email ea@percomonline.com and make arrangements to have more than one shipped to you and pay the fee for the extra shirt(s) and shipping.
3. Tablet PC borrowed from PERCOM
 - a. All students must have either a tablet PC or smartphone (preferably with a larger screen for ease of use) to document your rotation experiences and requirements during your rotation shifts. It is fine to use your own. However, you may request to **BORROW** one from PERCOM. You will be required to complete and sign the **Tablet PC Use Agreement** to borrow one of PERCOM's tablets and abide by the conditions in that agreement.
 - b. If you do **NOT** wish to borrow a tablet PC from PERCOM, you must return a completed and signed **Release for Use of Personal PC**.
 - c. Do **NOT** return both of the above stated Tablet Forms, as this will cause an unnecessary delay in sending you your Clinical Packet until this is resolved.
 - d. *If you borrow a tablet PC to complete AEMT rotations but are planning to complete Paramedic as well, you **MUST** return the borrowed tablet PC to PERCOM as per the instructions in the Tablet Use Agreement until such time as you need to check one out again to complete Paramedic level rotations unless otherwise approved by the Executive Assistant after consultation with the Clinical Coordinator to determine if there will be no gap in rotation scheduling.*

To make sure your Clinical Packet can be sent without unnecessary delays, we will need the following information/items, and this form will need to be uploaded with all your other Clinical Registration documents for clearance.

1. Head shot photo

- a. This has to be on a solid white or light-colored background in PDF format. It may be taken as a selfie but should be only head and shoulders and must look professional. Photos with inappropriate clothing, symbols, wording, graphics, or not on a solid light-colored background, or not of just your head and shoulders will not be accepted. You must upload this on the Clinical Registration page.

2. Shirt size, (Ours are a unisex, knit non-shrinkage polo, and currently they run a little large.) Check the appropriate size below in the blank BEFORE the size you want.

_____ XSmall _____ Small _____ Medium _____ Large _____ XLarge
_____ XXL _____ 3XL _____ 4XL _____ 5XL (if available)

3. Tablet Use Agreement (or Release of Use of Personal PC Agreement)

- a. This is on the list of documents on the Clinical Registration Page, and we MUST have one or the other completed, signed, and uploaded with the other required documents. NO tablet PC from PERCOM will be shipped in your Clinical Packet unless the Tablet Use Agreement is completed and signed appropriately.

4. Best Shipping Address for your Clinical Packet

- a. Please type in below where you will need your Clinical Packet shipped. You will also receive tracking information from USPS to your email that is on file with us on our course roster. Be SURE this information below is correct. If the tablet is shipped to an incorrect address due to an error in what you type in this document, you will be responsible for shipping fees to send another packet. If a tablet pc was sent to you and lost because of the error, you will be responsible for the replacement costs per the Tablet Use Agreement. If the error was due to a mistake on PERCOM's part, you will not be charged these fees.

_____ (name)
_____ (street address – no P.O. Boxes)
_____ (apartment or suite number if applicable)
_____ (city) _____ (state) _____ (zip)