



## **APP (PA/CRNP) Rotation Request Process General Reminders & Tips:**

- **The Request form must be submitted by the school in excel spreadsheet format** (PDFs will not be accepted) by the deadlines listed within our guide or on the website.
  - Students are not permitted to submit independent requests. Please work with your school to provide all student details regarding your placement request.
  - Placement acceptances are not on a rolling basis. We will deliver the approved placements to the schools by the deadline provided within the submission receipt confirmation email.
- **Please utilize the appropriate tabs per AHN Institute.**
  - Please delete or hide any tabs/Institutes that do not contain student placement requests.
  - We will submit requests as received. Please be sure to double-check the placement details are provided within the correct AHN Institute.
- **When submitting placement requests, please title your spreadsheet in the following format:**
  - **“School Name, Program (PA/NP) Requests – Year Month-Month”**
    - Ex. *AHN University, PA Requests – 2026 Jan-May*
    - Ex. *AHN University, NP Requests – 2026 Jan-May*