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

- **The Request form must be submitted in excel spreadsheet format** (PDFs will not be accepted) by the deadlines listed within our guide or on the website.

  - Please refrain from requesting an update on your placement request status prior to the deadlines. We will provide the approved placements to the students/schools as they become available.

- <u>**Please be sure to fill in the spreadsheet within the appropriate tabs per AHN Institute.**</u>

  - Please delete or hide the tabs that do not pertain to your student rotation request and only apply within the appropriate AHN institute(s).

  - We will submit your request only to the AHN institute indicated by the spreadsheet tabs, so please be sure to double check you are submitting to the correct AHN Institute.

- **When submitting placement requests, please title your spreadsheet in the following format:**

  - <u>School submissions</u>: **"School Name, Program (PA/NP) Requests – Year Month-Month"**

    - Ex. *AHN University, PA Requests – 2026 Jan-May*

  - <u>Student Submissions</u>: **"Last Name, First Name, NP Requests – Year Month-Month"**

    - Ex. *Smith, John, NP Requests – 2026 Jan-May*

- **If students are submitting independently, a school-issued document of the school policy requirements of students securing their placements/preceptors must be provided to us.** Please work with your school coordinator to obtain a school-issued copy of the policy if one is not readily available to you.