

Guidelines to Apply for Certificate of Participation (For Precepting Nursing Students)
Please complete the application form to apply for a certificate of participation.

1. Certificate holders are entitled to waivers of matriculation fees for a maximum of six (6) hours of credit instruction during a single term at any state college or university.
2. Certificates are valid for three (3) years from the date of issuance.
3. Three hundred hours (300) of direct supervision as a preceptor of a nursing student are required for eligibility to earn the six (6) credit hours.
4. These hours may be accumulated over multiple semesters or in one semester, with one or more students.
5. At least 100 direct contact hours are required per semester as a minimum to be applied toward the 300 hours.
6. No less than 300 hours for six (6) credits may be submitted at each request.
7. Please keep your own clear record (log) for each student of the program, student's name, total hours precepted, full dates (beginning and ending), and activities with the student.
8. Following precepting 300 hours, please provide the required information on the application for certificate of participation form.
9. Submit it to Dr. Katherine Chadwell, Florida Atlantic University, Christine E. Lynn College of Nursing, 777 Glades Road, Boca Raton, FL 33431, or email kchadwel@fau.edu, Call 561-297- 2535 if you have questions.
10. You are advised to save copies of all completed application forms for your records. Please allow 6-8 weeks to receive the completed certificates.

Thank you for sharing your valuable time and effort with our students.