

NWCC Postgraduate Preceptorship Program

Application Procedure

For Graduate Doctors:

1. Identify a qualified licensed Doctor of Chiropractic you are comfortable working with, and who agrees to serve as your Preceptor under the conditions of this program. See "Preceptor Selection and Responsibilities" for details;
2. Submit "*Postgraduate Preceptorship Program: Graduate Doctor Application*", and a \$100.00 *filing fee* to cover administrative costs. Begin the application process at least four weeks prior to the projected beginning of the postgraduate experience to allow time for all required correspondence;
3. Submit *final chiropractic college transcript* verifying matriculation date (this is waived for N.W.C.C. graduates; transcripts are on record in the N.W.C.C. Registrar's Office);
4. Submit a "*Postgraduate Preceptorship Program Learning Agreement Plan Contract*" that you have negotiated with the Preceptor;
5. Submit a copy of the *written application for malpractice insurance* to cover the entire period of the Preceptorship Program term. **We must be in receipt of written proof of validated malpractice insurance before final approval of the postgraduate preceptorship placement may be granted;**
6. When all documentation is complete (including the malpractice insurance verification), our office will send you a letter granting final approval for you to commence the Postgraduate Preceptorship Program in your Preceptor's office. You should not be practicing until you have received this letter. The Monthly Evaluation forms you must complete with your preceptor will be included in this letter.

For Postgraduate Preceptors:

1. Qualified Preceptors are to submit:
 - a completed "Postgraduate Preceptor Application and Profile" (unless already on file);
 - a copy of the declaration page of your current malpractice insurance;
 - a copy of your current license.
2. Upon receipt of this application, the Dept. of Clinical Education will verify that you are in good standing with your State Licensing Board. We will then send you an "*Appointment to Clinic Faculty*" letter that you must sign and return to our office.
3. We will ask you to evaluate the work of the graduate doctor under your supervision on a monthly basis for the duration of their time with you. NWCC will provide evaluation forms. We would also request written notice of termination of the Postgraduate Preceptorship for whatever the reason.