



Graduate Nursing  
Preceptor  
Application

Revised May 2022

**PRECEPTOR APPLICATION  
INSTRUCTIONS and CHECKLIST  
UNIVERSITY OF CINCINNATI**

Preceptor applications will be reviewed for assignment based on the fulfillment of the following mandatory requirements:

- Licensed to practice in the jurisdiction of her/his employment
- Practitioner certified in her/his field of experience
- Master's degree or higher
- Submission of current professional curriculum vitae (or completion of all fields on the attached form)
  - **Please note: To meet accreditation standards, anyone serving as a preceptor for a Nurse Midwifery student must submit both the preceptor application and a current professional resume/curriculum vitae.**
- Preceptors must hold a minimum of 1 year experience under their advanced practice license and/or certification

**NOTE: An acceptable preceptors and acceptable practicum sites cannot be perceived to have a conflict of interest as relates to evaluation of the student. Acceptable preceptors cannot be related to the student and may not work in the same department as the student. It is at the discretion of the faculty advisor which practicum sites and preceptor applications/Preceptors are appropriate for clinical courses.**

Please complete the preceptor application application in its entirety and email or fax your application materials to the designated location below.

- **Email address:** [conpreceptor@uc.edu](mailto:conpreceptor@uc.edu) **or Fax Number:** (513) 558-6417
- Email is the primary method of communication within the University of Cincinnati. Please ensure the email address provided is accurate and frequently checked.
- Agreements may be required with clinical sites and the University of Cincinnati. UC can offer a Six (6) page Educational Affiliation Agreement (contract), depending upon the agency requirement. Educational Affiliation Agreements will be emailed to the site administrative contact. Educational Affiliation Agreements could take up to six months to process and finalize.
- If the student will be going to additional clinical sites during this experience, please confirm if an Education Affiliation Agreement is required for each additional site.
- Preceptors will receive a confirmation email containing instructions on how to log into the eMedley platform. This platform is used to verify student time logs and complete evaluations.

If you have any questions or encounter difficulty with the application process, please contact the appropriate Clinical Site Coordinator at:

**Melissa Joos (melissa.joos@uc.edu or (513) 558-2969):**  
Family Nurse Practitioner (MSN and DNP Only)

**Maureen (Mo) Koo (maureen.koo@uc.edu or (513) 558-5290):**  
Family Nurse Practitioner (Post-MSN Certificate Only)  
Neonatal Nurse Practitioner  
Nurse-Midwifery  
Pediatric Acute Care Nurse Practitioner  
Women's Health Nurse Practitioner

**Jalicia Ruttino (jalicia.ruttino@uc.edu or (513) 558-3815):**  
Adult-Gero Acute Care Nurse Practitioner  
Adult-Gero Primary Care Nurse Practitioner  
Psychiatric Mental Health Nurse Practitioner  
Systems Leadership (formerly referred to as Nursing Administration)

