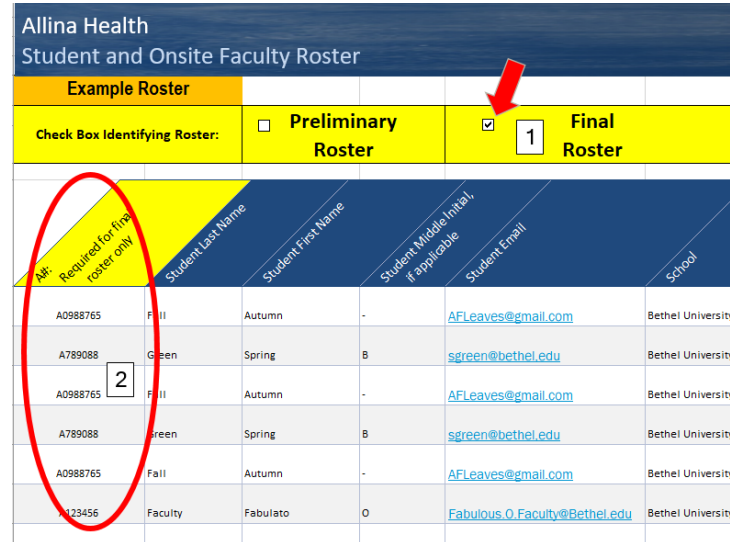
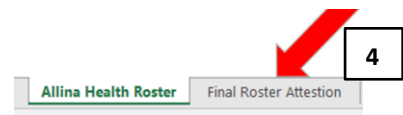
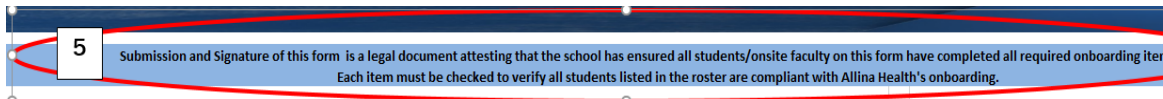
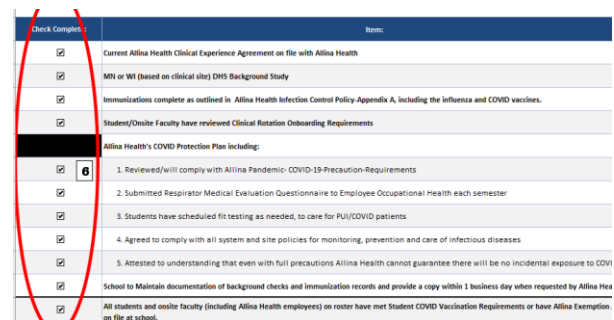


Allina Health Final Roster Attestation Completion Guide

Action	Notes	Resource Links or pictures
1. Mark Final	In the top yellow section, uncheck preliminary and check final.	
2. A# must be added	<ul style="list-style-type: none"> ➤ Complete A# for each student and onsite faculty listed on Allina Health Roster Tab. ➤ School must obtain from the student – comes in Welcome to Allina email when the processing is complete. 	
3. Ensure accuracy	Verify all data is correct. <ul style="list-style-type: none"> • The Allina Health coordinator must approve any roster changes. • Final roster is due at least 2 weeks before start date. 	
4. Toggle to Final Roster Attestation	Click on bottom tab – Final Roster Attestation.	
5. School must verify compliance with all requirements	This is a legal document. Schools must be able to provide requested appropriate documentation for all items checked within 24 hours.	 <p>States: Submission and Signature of this form is a legal document attesting that the school has ensured all students/onsite faculty on this form have completed all required onboarding items listed.</p>
6. School Rep must validate that all are compliant	All items must be checked for Final Roster submission. Do not send as a final roster until you can attest to all requirements for all students and onsite faculty on the roster.	

Attestation:
Complete Fields
for Signature,
Date, and
Contacts for:

7. School representative's electronic signature attesting to compliance.
8. List instructor/supervising faculty information. This is the contact in case there is a clinical/experience question/issue.

School Representative:	School Instructor/Faculty
Name: Connie Compliance 7	Name: Bee Learn, MSN 8
E-signature attesting to completion of all requirements: Connie Compliance	Email: Bee.Learn@school.edu
Date: 12/15/2022	Phone: 612-777-1234
Email address: C.Compliance@school.edu	

Nursing Licensure

For schools
hosting
Nurses/Nursing
Students

9. Provide MN/WI license Information for the school's instructor/faculty listed in number 8 above.

Applies to All Degree Types: All faculty must have a current Minnesota/Wisconsin nursing license as required by State Laws.

Important: For schools hosting Nurses/Nursing Students (All Degree Types) All faculty must have a current Minnesota/Wisconsin nursing license as required by State Laws.	
9	
For Non-MN schools with academic experiences hosted in MN, provide:	
• MN RN License number (All):	• RN: R-89999
• MN APRN License for all APRN faculty (not preceptor):	• APRN: 45689
For Non-WI schools with academic experiences hosted in WI, provide:	
• WI RN License number (All):	• RN:
• WI APRN License for all APRN faculty (not preceptor):	• APRN:

- This applies even if the school instructor/faculty never sets foot in the state.
- Schools cannot use Preceptor licensure as a substitute.
- Advanced Practice nursing degree faculty are required to have MN/WI RN **and** APRN license information.
- MN Schools doing experiences at MN Sites do not need to fill in, **unless not all faculty** at the school are MN licensed. MN Schools are covered by the MN state registry.

Roster Contacts:

10. Submission of Final Roster to appropriate Academic Coordinator. See link to the right. **ALWAYS REQUIRED**

[Academics Coordinator](#)

Pre-licensure Nursing send to AllinaAcademics@allina.com.

School must submit Final Rosters to the following as appropriate. Check boxes that these were sent	
Contact	When to submit
<input checked="" type="checkbox"/> Allina Health Academic Coordinator 10	Every Roster - Per Coordinator list

Check the boxes indicating to whom the school sent the final roster.

Only check if the school has submitted the final directly to the identified team according to the linked information.

11. For Pre-licensure Nursing & Respiratory Therapy students (hospitals only) needing cabinet access for medication administration: submission of final roster to **ADC/Omniceil Pharmacy Contacts**. **Faculty will not have access.**

12. For **Site-Specific Parking & Badges** (ANW, FMC, OWA, etc.): submission of final roster to Site Contacts listed on Site Specific Directions.

13. **Site safety leads:** See Allina Pandemic-COVID-19-Precaution-Requirements

<input type="checkbox"/> ADC/Omniceil Pharmacy Contact 11	Only for Pre-licensure Nursing & Respiratory Therapy students at hospital sites needing cabinet access.
<input checked="" type="checkbox"/> Parking & Badges 12	Send only as directed in site-specific directions
<input checked="" type="checkbox"/> Site Safety Leads 13	See: COVID Pandemic Plan

We do not forward them for you.

- 11. [ADC/Omniceil Pharmacy Contact List](#)
- 12. [Parking & Badges Contact List](#)