

Student Placement Request Form

Placement Request Process

Preceptor Identification

Identify a willing preceptor that meets your clinical requirements. MedStar Health does not assist with preceptor identification for Advanced Practice Provider (APP) and other graduate nursing students.

School Confirmation

The College/University/School Coordinator needs to verify the placement and student details within Exxat One and confirm the student schedule.

Compliance

Students will be marked as compliant in Exxat One when all requirements are met. Students should not be onsite until they are marked compliant in Exxat One.



Placement Creation

Submit this completed form to the MedStar Health Entity Clinical Placement Coordinator for the location in which your preceptor works. The Clinical Placement Coordinator will verify signatures and create your placement within our clinical placement platform – Exxat One.

Onboarding Completion

Once confirmed, the student will receive an email from Exxat One inviting them to log into the platform and complete onboarding for their placement. Fee payment and Employee verification should be done at this time.

Placement Request Process Notes:

- The College/University needs to have an active Educational Affiliation Agreement with MedStar Health or the specific hospital for your request to be accepted.
- If you are unsure who the entity coordinator is, you may reach out to academicpartnerships@medstar.net for further direction.
- MedStar Health employees must verify employment, as some onboarding requirements will be waived when current employment is verified.
- Coordinators can request access to Exxat One [here](#), if needed.
- For any questions or technical issues, reach out to the Exxat One Support Team at one-support@exxat.com.
- Please be advised that processing may take up to 4 weeks. Students are encouraged to submit their request at least 4–6 weeks prior to their scheduled rotation to allow adequate time for review and onboarding.

Basic Information:

Student First & Last Name:	School Email Address:
Student Phone Number:	College/University Name:
School Placement Coordinator Name:	School Placement Coordinator Email:
Course Professor Name:	Course Professor Email:



Program/Placement Details:

Using reference listed below, enter your degree and program type below. If your program is not listed, please type in your degree/program name.

Degree Type:

Program:

Expected Graduation Date (Month/Year):

Rotation Entity:

Rotation Specialty (NP and PA rotations only):

Placement Start Date:

Placement End Date:

Total # of Hours:

Do you have flexibility with your dates? Yes No

Preceptor Full Name:

Preceptor Phone Number:

Preceptor Signature:

Approving Leader Name (Manager of Preceptor):

Approving Leader Signature:

Scrub Size (If applicable):

MWHC only: Where should the student badge be delivered?

Degree	Nursing Post Licensure	MSN	DNP	PhD	Master of Physician Assistant Studies
Programs	RN to BSN	Education	Informatics	PhD in Nursing	Physician Assistant (PA)
	RN to MSN	Informatics	Leadership	Other PhD	
	WOCN	Leadership	Acute Care Nurse Practitioner (ACNP)		
	Forensic Nursing	Acute Care Nurse Practitioner (ACNP)	Adult-Gerontology Primary Care Nurse Practitioner (AGNP)		
	RN Refresher	Adult-Gerontology Primary Care Nurse Practitioner (AGNP)	Acute Care Pediatric Nurse Practitioner (AGACNP)		
	RN First Assist	Acute Care Pediatric Nurse Practitioner (AGACNP)	Pediatric Nurse Practitioner		
		Pediatric Nurse Practitioner	Family Nurse Practitioner (FNP)		
		Family Nurse Practitioner (FNP)	Neonatal Nurse Practitioner (NNP)		
		Neonatal Nurse Practitioner (NNP)	Psychiatric Nurse Practitioner (PMHNP)		
		Psychiatric Nurse Practitioner (PMHNP)	Women's Health Nurse Practitioner (WHNP)		
		Women's Health Nurse Practitioner (WHNP)	Certified Registered Nurse Anesthetist (CRNA)		
		Certified Registered Nurse Anesthetist (CRNA)	Clinical Nurse Specialist (CNS)		
		Clinical Nurse Specialist (CNS)	Other Non-Clinical DNP		