This information sheet will guide you through the steps for submitting your practicum application. If you have any questions, please contact your practicum coordinator.

Please note: Submitting your practicum application does not guarantee registration. Registration is based on multiple approval processes. Once you have been approved, you will receive a separate email confirming your enrollment in your practicum courses.

Before You Begin – Review the DNP Project & Practicum Handbook

You can view the DNP Project & Practicum Handbook by visiting chamberlain.edu/handbook.

Please read through the practicum handbook in its entirety to ensure you are fully prepared to submit the practicum application and any other required documentation. Failure to comply with all necessary requirements may delay enrollment in the practicum and postpone your graduation.

Step 1: Student Portal Log-in Directions

To access your student portal, please visit my.chamberlain.edu.

You can log in to the portal using your Student ID (D#) and password. If you have forgotten your D#, please call the Student Services team at 888.556.8226.

For your first time logging in, your default password will be your date of birth in the Mmm-YYYY format, (e.g., Mar-1980).

Step 2: Submit Your Practicum Application

1. To submit a practicum application, click on the Practicum link in the left menu of the student portal home page, or the Practicum Dashboard card in the center of the home page screen.
2. To submit a new practicum application, click on the **Create Application** button.

3. Fill in all of the blank information on the application form. Required fields are indicated by the red asterisk. For questions on what a field means, click on the blue help icon next to the field for more information.
4. Once the course is selected, please choose the session you intend on completing that course.

5. Please note, preceptor/mentor information is not required to submit an application for review. However, your application will not be considered complete until preceptor/mentor information is submitted. If your practicum site will not allow you to identify a preceptor/mentor, please submit your practicum application and inform your Practicum Coordinator. Once you begin filling in preceptor/mentor information, all preceptor/mentor related fields will become required in order to submit.
6. For each preceptor/mentor, please submit the required preceptor/mentor documents by clicking the Choose Files button. If additional preceptors/mentors will be used for this practicum site, please click the Add a Preceptor/Mentor button to submit information for the additional preceptors/mentor(s).
7. In order to send the application for review and approval, please click the **Submit** button at the bottom of the practicum application. If you do not have all of the required information and need to come back to the application, click the **Save** button. Saving the application will not send the application for review, but you may come back and edit any saved applications. Once submitted, an application cannot be edited with the exception of adding a mentor or any mentor documents.

8. Once you have saved or submitted your application, you will be directed back to the Practicum section of the student portal. The saved or submitted application can be seen in the Practicum Dashboard of the Practicum section, where you may review the statuses of your application.

Please note: Saved applications will not contain statuses, as the application will not be sent for review until it is submitted. Click on the help icon next to each status for more information on what the status means. Clicking the Edit link next to the practicum site name will allow you to edit saved applications or add a preceptor/mentor or preceptor/mentor documents to submitted applications.
9. For questions or concerns, please see the Practicum section home page for your point of contact for practicum applications.