



Preceptor Program Instructions

Spring 2025 Incentive Cycle



Program Instructions

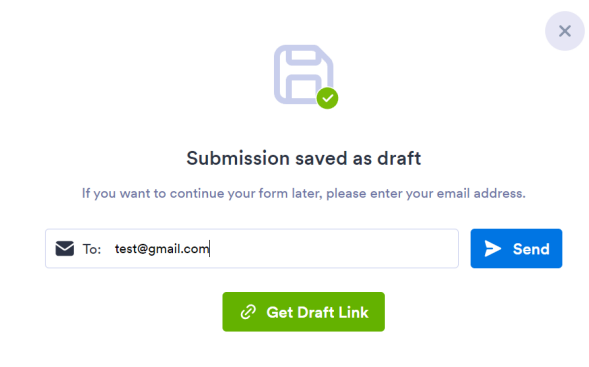
Please read all instructions thoroughly

Step 1:

- **Accept your place in the Fall 2024 Nurse Preceptor Incentive Cycle by completing the following survey:**
 - Link will be shared in the acceptance email instructions.

Step 2:

- **Create a Preceptor Program Checklist (Click Here)**
 - Create a Checklist by entering your name and any additional items you are ready to upload.
 - **click “SAVE” to copy the link or email yourself the link to your form.**
 - **This link will allow you to access the checklist multiple times.**



- **Once you have completed all the items for the program and checked off the list,**
- **Sign the form,**
- **Click Submit**

Step 3:

- **Preceptors must complete the following three (3) elements to qualify for the incentive:**

1. UTHSC Preceptor Course

Follow instructions below to complete the self-paced learning module from The University of Tennessee Health Science Center.

- Access the CE Now Learning Platform: [Preceptor Training CE Now \(uthsc.edu\)](https://uthsc.edu/preceptor-training)
- Create an account, complete the training, and submit the completion certification with your incentive documentation.
- Instructions on accessing the course and creating an account can be found here: [UTHSC Preceptor Trainings PDF](#)
- Course completion certificate or transcript from CE now must be submitted **by the due date.**

****This course is only completed once, please keep your completion certificate or transcript to be submitted with future incentive submissions.**

Instructions continued

2. True Colors Training

Gain knowledge and insight into communication and learning styles via the True Colors Assessment.

- Preceptor must attend **one (1) session** and submit course completion certificate via documentation.
- **Registration link will be sent in acceptance email**
- You will receive a confirmation email with the virtual session link and an assessment to be completed prior to the True Colors session.

3. Preceptor Verification of Hours

Complete the Preceptor Hourly Log & Verification Form (link shared in the acceptance email)

Notes on completion:

- **One form is completed for each student.**
- This form can be accessed multiple times by **SAVING** (NOT SUBMITTING) prior to completing the form.
- All hours must be completed during the incentive period.
- Obtain the school approver from your student, employer, or school contact.
 - This person will verify your hours when submitted.
- When all hours have been documented for the student and the form is complete, submit it to the academic contact for approval.
- When approved, you will receive notification of the form being completed and it will be automatically attached to your incentive documentation profile.

Requirements for Payment:

This MUST be completed to receive your incentive payment.

[W9 Form Link & Instructions: W-9 Form BLANK \(Click Here\)](#)

Upload for completed W-9 forms will ONLY be accepted uploaded via this link:

[Preceptor Program W-9 Upload Link](#)

Please use the following instructions to complete the W-9 form

- Blank W9 form is attached in the Welcome Packet
- Line 1: Use your full legal name as shown on your income tax return.
- Line 2: Only list business name if using an EIN number, otherwise disregard.
- Line 3: Individuals enrolled in the program are individual/sole proprietor- you are not an employee of THA, but the payments are taxable income.
- Lines 5 & 6: List your home address- this is where checks will be mailed once processed.
- Part 1: List your full social security number or EIN here.
- Part 2: Sign and Date W-9 form and upload page 1 of the completed form using the submission portal provided below.