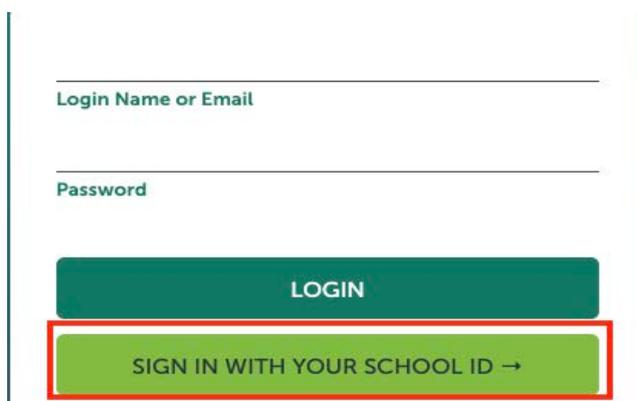


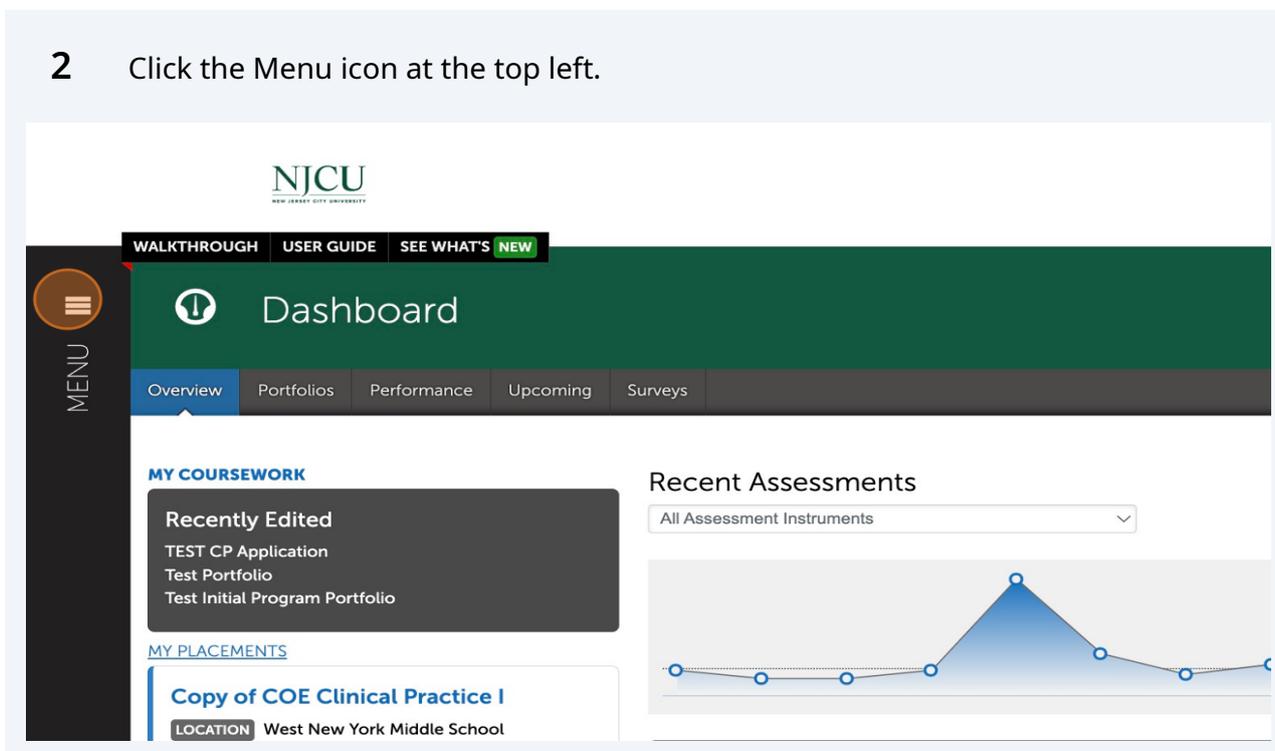
How to Submit a Clinical Practice Application in Portfolio

Use these instructions to submit your application for Clinical Practice. Make sure that you have all necessary documents before beginning. For Clinical Practice I, you will need your substitute license, resume, Mantoux test results, and proof of COVID vaccination. For Clinical Practice II, you will need your Praxis II test scores and substitute license.

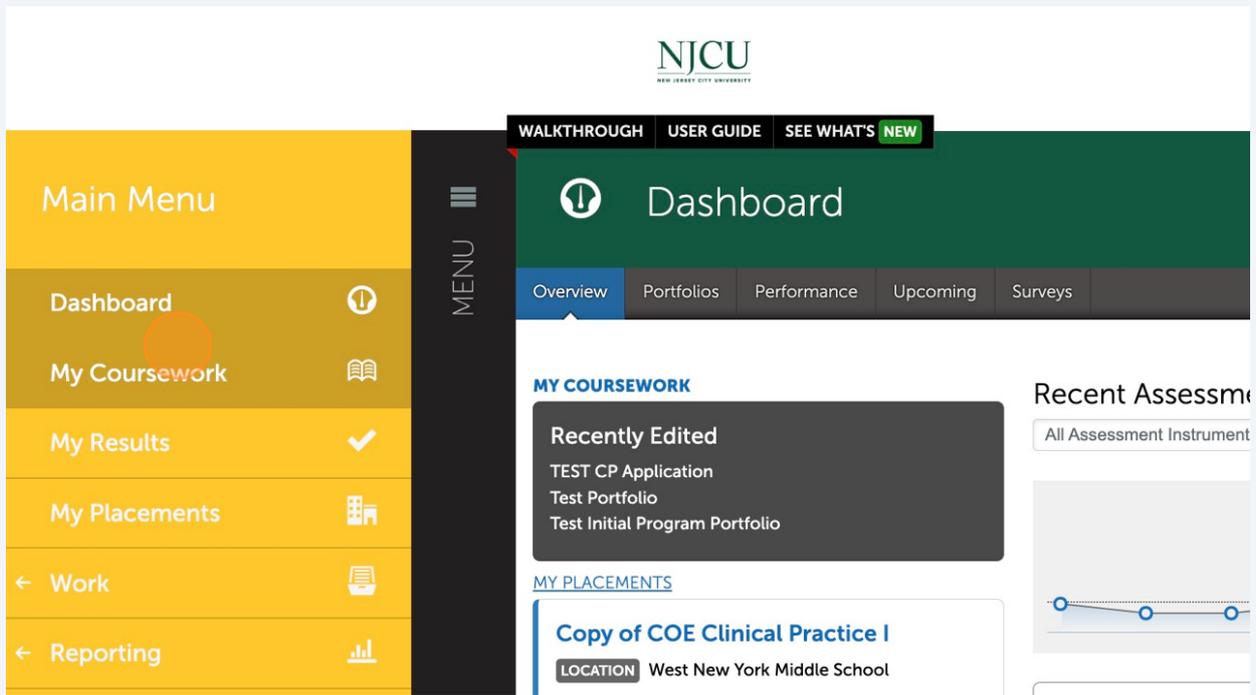
- 1 Navigate to <https://njcu.chalkandwire.com/>. Click "Sign in with Your School ID" *before* entering your GothicNet username and password.



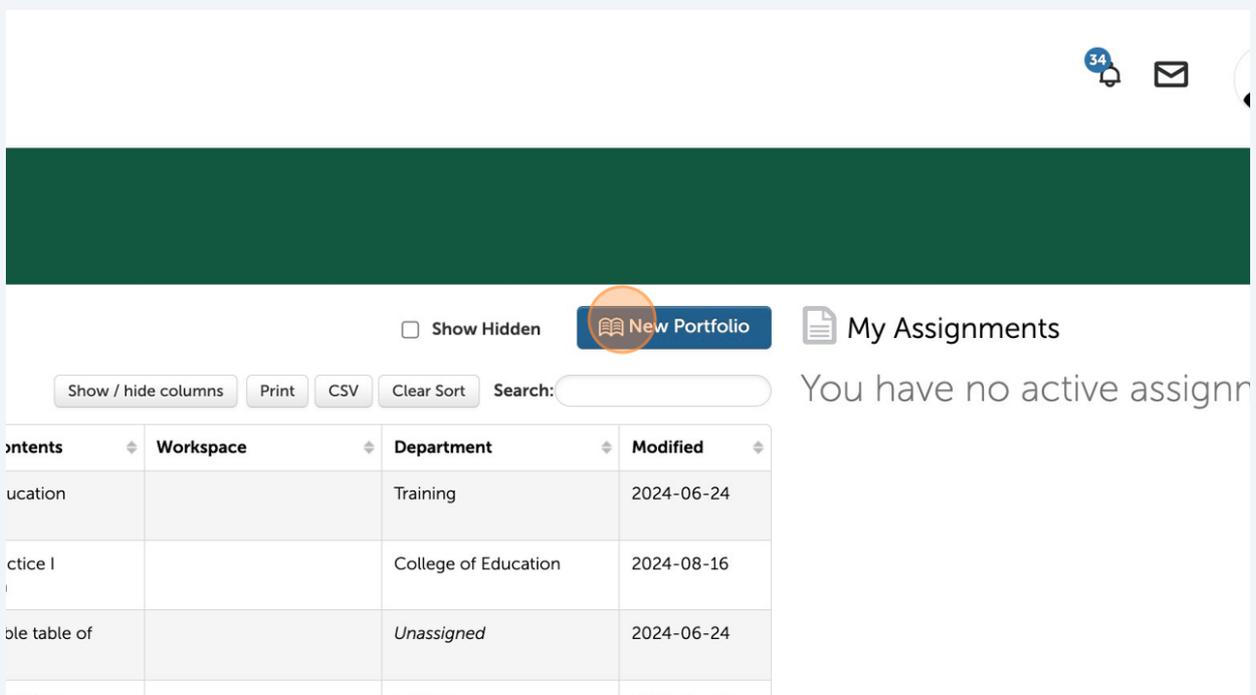
- 2 Click the Menu icon at the top left.



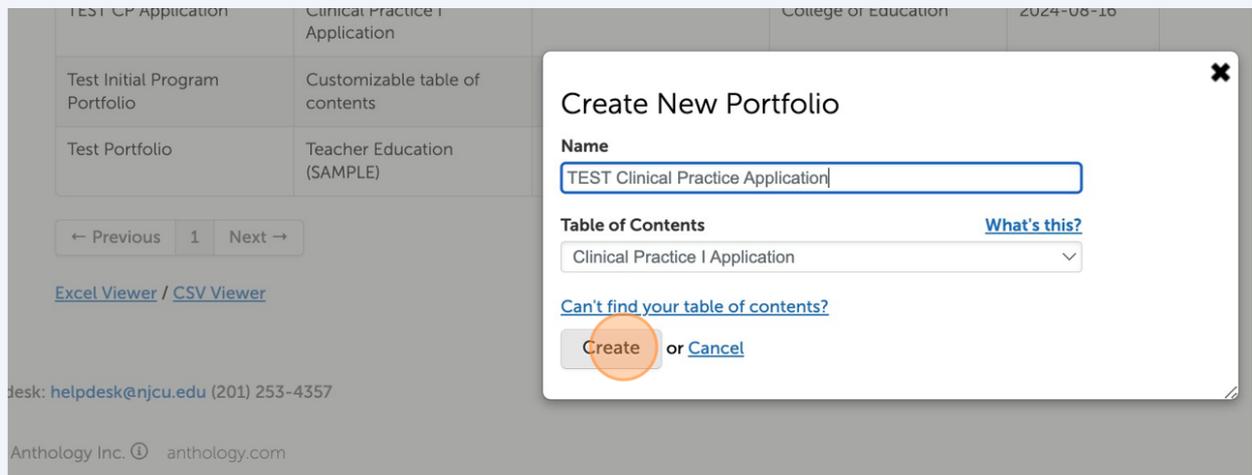
3 Click "My Coursework"



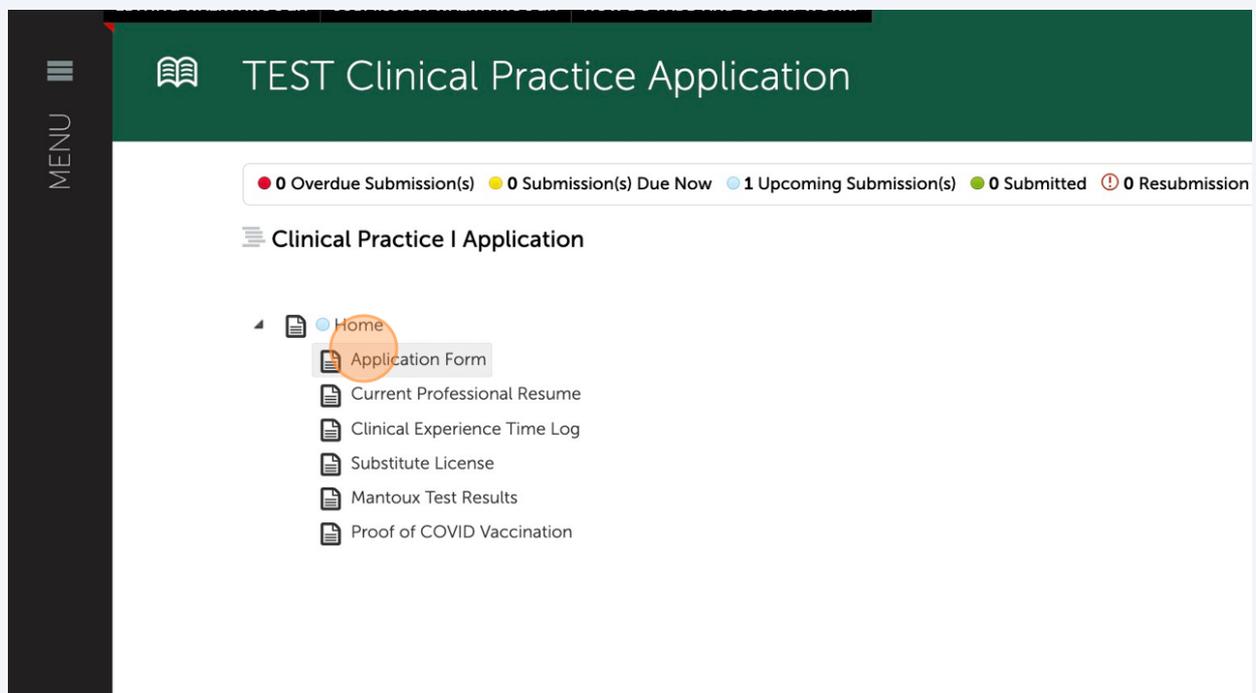
4 Click "New Portfolio"



5 Name your application whatever you prefer. Use the Table of Contents drop-down menu to choose "Clinical Practice I Application" or "Clinical Practice II Clearance." Click **Create** when finished.



6 Click "Application Form" to begin



7

Click "Form COE Clinical Practice I Application" or "Form Clinical Practice II Clearance"

The screenshot shows a user interface with a dark sidebar on the left. At the top, there is a dark button labeled 'ADD CONTENT' with a pencil icon and a dropdown arrow, and a blue link labeled 'Content Requirements' with a dropdown arrow. Below this is a section titled 'Clinical Practice I Application' with a gear icon. The text below the title reads: 'Click the link below and complete all the requested information on the Clinical Practice I Application form.' A link labeled 'Form COE Clinical Practice I Application' with a red checkmark icon is highlighted with an orange circle. At the bottom right, there is contact information: 'For more information contact Test Student tstudent@f' and '© 2024 Test Student Published: 8/16/2024 Date Modified:'. At the bottom left, there is a 'Next Page →' link.

8

Complete all the required fields on the Application form. When complete, click "Save" and then "Next Page"

The screenshot shows a form with a green 'Save' button at the top. Below the form, there is contact information: 'For more information contact Test Student tstudent@f' and '© 2024 Test Student Published: 8/16/2024 Date Modified:'. At the bottom left, there is a 'Next Page →' link highlighted with an orange circle. At the bottom of the page, there is footer text: 'IT Helpdesk: helpdesk@njcu.edu (201) 253-4357', '© 2024 Anthology Inc. anthology.com'.

9

Upload all the requested documents, then click "Next Page" after each. Click "SUBMIT" when you have completed the whole application.

The screenshot shows a submission interface. At the top, there is a dark green header bar. Below it, a horizontal progress bar features a circular icon with an upward arrow and the text "Submit When Ready". To the right, a dark blue button with an upward arrow icon and the text "SUBMIT" is highlighted with an orange circle. Below this, a dark blue button with an upward arrow icon and the text "Import Content" is visible. Underneath, a dark grey box contains a grid icon, the text "Clinical Practice I Application Review", a red "X" icon, and a red button with the text "NOT SUBMITTED". At the bottom of this box, a clock icon is followed by the text "Modified: 2024-08-16 22:34:48". The main content area is a light grey box with the text "ed materials:" and "m of each section to proceed to the next section. Click "Submit" after you have completed all the".

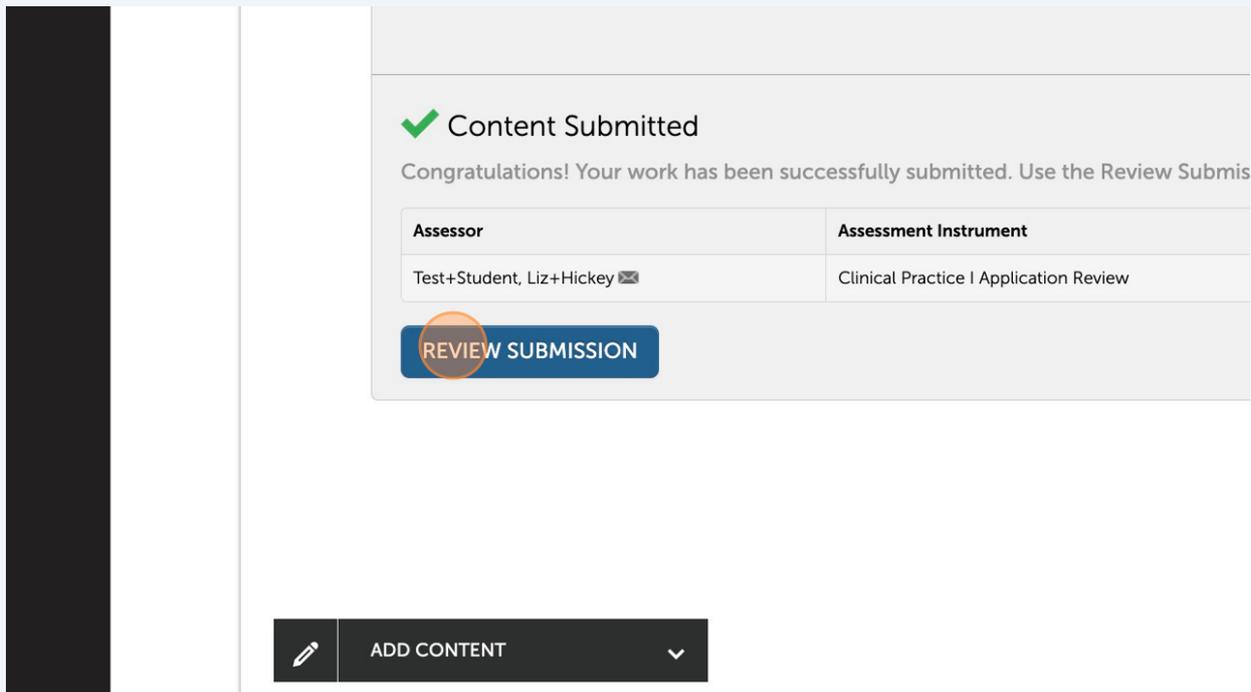
10

Click the blue "Submit" to submit the application for review

The screenshot shows the "Application Form" submission page. At the top, there is a dark green header bar with a circular icon and the text "TABLE OF CONTENTS". Below this, a dark green bar contains a document icon and the text "Application Form". The main content area is a light grey box with the text "Submitting Content". Below this, a dark grey box contains a grid icon, the text "Clinical Practice I Application Review will be submitted to Clinical Practice Application Review", and a blue button with the text "Submit".

11

Click "REVIEW SUBMISSION" if you would like to review your submission.

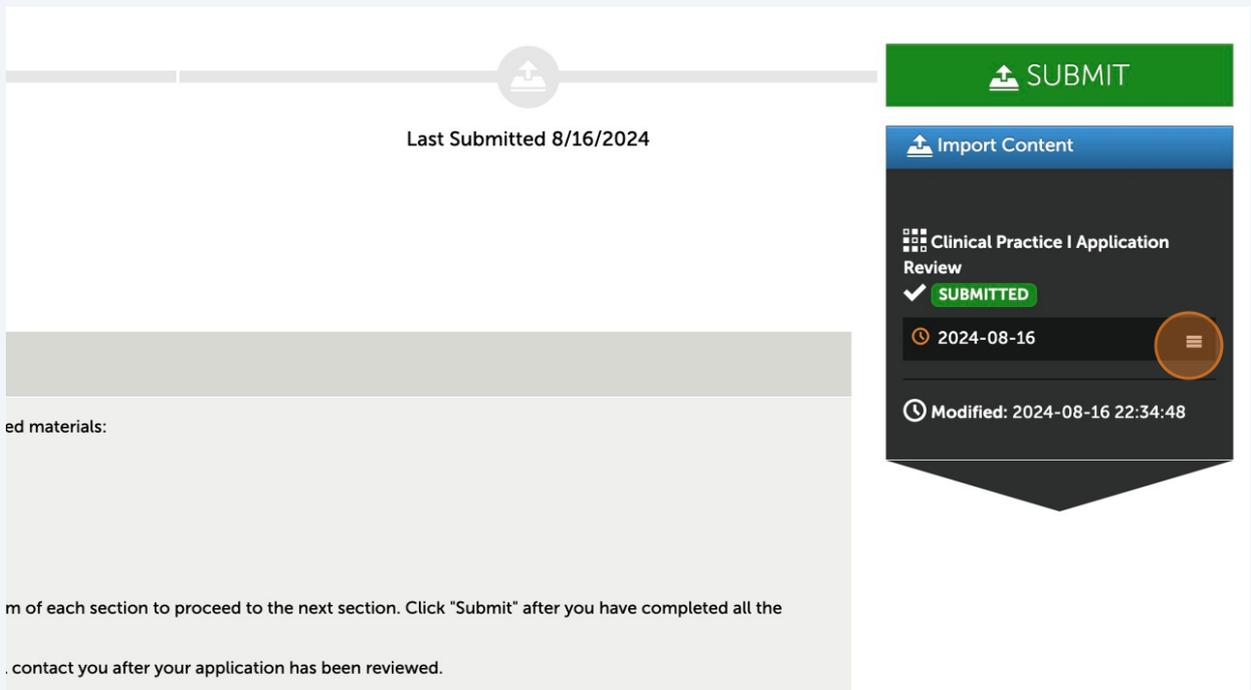


The screenshot shows a confirmation message: "Content Submitted" with a green checkmark icon. Below the message is a table with two columns: "Assessor" and "Assessment Instrument". The "Assessor" row contains "Test+Student, Liz+Hickey" with an email icon. The "Assessment Instrument" row contains "Clinical Practice I Application Review". Below the table is a blue button labeled "REVIEW SUBMISSION" which is circled in orange. At the bottom of the page, there is a dark grey button labeled "ADD CONTENT" with a pencil icon and a dropdown arrow.

Assessor	Assessment Instrument
Test+Student, Liz+Hickey 	Clinical Practice I Application Review

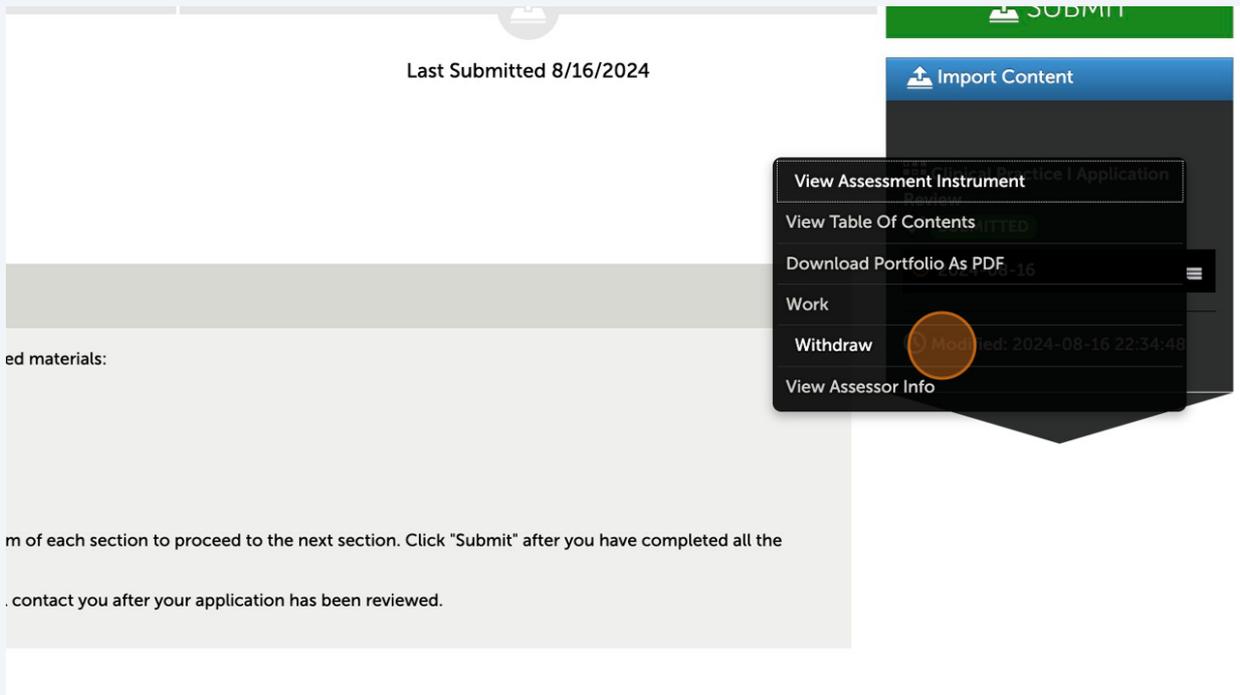
12

If you need to recall your application to make changes, click the menu to the right of the submission date.

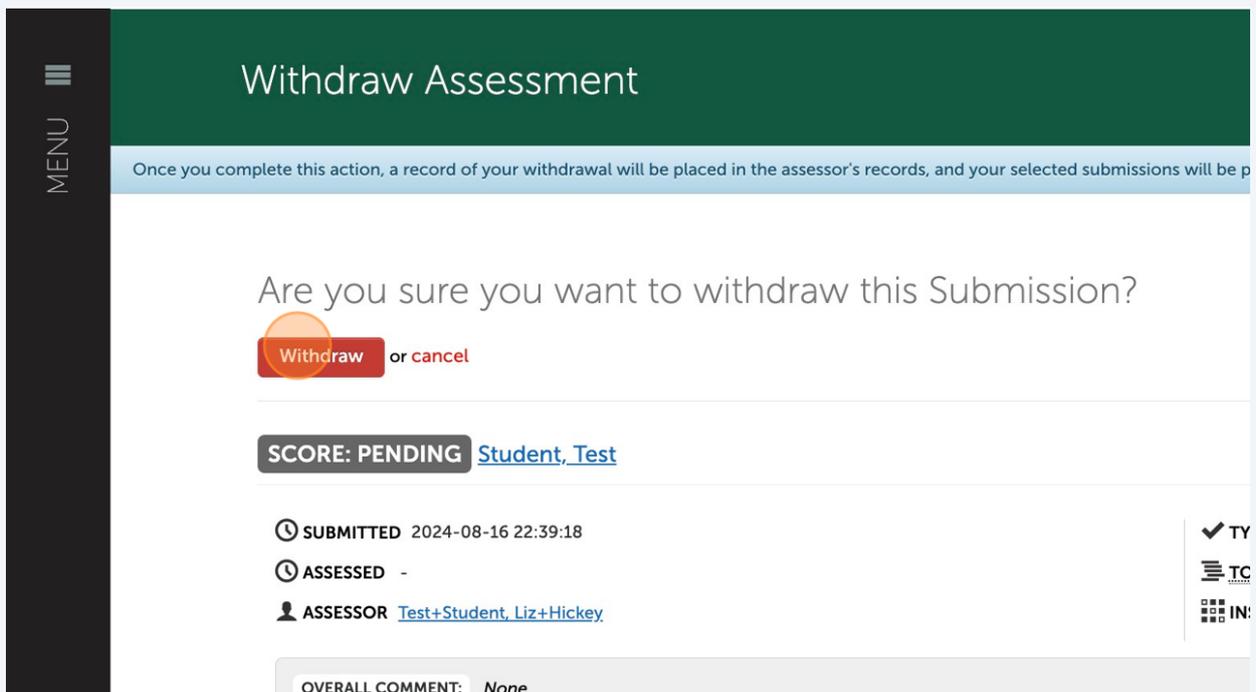


The screenshot shows a submission history card. At the top, there is a green "SUBMIT" button. Below it is a blue "Import Content" button. The main card area displays the title "Clinical Practice I Application Review" with a status of "SUBMITTED" in a green box. Below the title is the date "2024-08-16" and a clock icon. At the bottom of the card, it says "Modified: 2024-08-16 22:34:48". A menu icon (three horizontal lines) is circled in orange to the right of the date. The background shows a progress bar with an upload icon and the text "Last Submitted 8/16/2024". Below the card, there is a text area with the words "ed materials:" and "m of each section to proceed to the next section. Click 'Submit' after you have completed all the". At the bottom, it says ".contact you after your application has been reviewed."

13 Click "Withdraw"



14 Click the red "Withdraw" button



15

Click "Return", then make the edits you need to your application. Click "Submit" when completed.

