

# Pre-licensure Nursing Student Badge Process

## AdventHealth Central and East Florida

1

Access Requests are submitted to the Academic Department for processing a minimum of **3 weeks** prior to clinical rotations.

Information required upon submission includes:

- AdventHealth Instructor\_Student Access Request Form
- Initial Attestation Form
- Contingent Healthcare Worker Orientation Manual
- Badge Photos

To be submitted to:

**Central** → [CFD-S.Academic.Programs@AdventHealth.com](mailto:CFD-S.Academic.Programs@AdventHealth.com)

**East** → [CFD-N.Academic.Programs@AdventHealth.com](mailto:CFD-N.Academic.Programs@AdventHealth.com)

School is **responsible** in verifying with each student that all information is **accurate** prior to sending the list. **Incorrect badges will need to be replaced and paid by the school.**

2

School will provide student photos that meet the following requirements:

- Use a smooth, solid white background (wall, projector screen, etc.)
- Shoulders and face must squarely face the camera
- Photo must be taken with flash
- Avoid lighting that casts a shadow around eyes or side of face
- Photo must be cropped to displace from the top of the shoulders and up
- Have neutral facial expression or a natural smile, with both eyes open
- No hats or ear buds allowed. Hijab and turbans are allowed
- Business casual or scrubs are preferred attire options
- Keep jewelry to a minimum, no facial piercings, no facial tattoos
- The photo must be square (400 x 400 pixels at 300 dpi resolution)
- The photo must be in color
- The format of the photo must be in JPEG



3

Once accounts have been created, the Academic Department will provide the school a complete list of OPIDs.

4

Once badges have been printed, the school will be provided with a pickup date/time and location by the following:

**Central** → [CFD.NewHireSpecialistTeam@AdventHealth.com](mailto:CFD.NewHireSpecialistTeam@AdventHealth.com)

**East** → Campus HR and Education team work collaboratively

\* Note nursing instructors receive badges at the facility HR office.

