

Any faculty that is doing clinical instruction in a Delaware hospital will need to complete the mandatory on-line education. If you are doing clinical instruction at a hospital other than Christiana Care (CCHS), you will have 1 on-line education program to complete. If you are doing clinical instruction at CCHS, you will have 3 on-line education programs to complete. The on-line education programs are required even if you are an employee of the hospital where you are doing clinical instruction.

The education programs need to be completed every 12 months. You can log into the system and click on View Your Transcript to check the date you last completed the education programs. You only need to register once.

To register and complete the required education programs, log on the Christiana Care website at <http://www.christianacare.org/>

You will need to be on the server Internet Explorer with your pop up blocker turned off. This program will not function correctly if you try to complete in the server Firefox/Mozilla.

1. scroll to the bottom of the page and click on For Students
2. click on Sign On at the top right of the page
3. click on New Person Please Add Me
4. enter your information
 - a. E-mail address – use your UDEL e-mail address
 - b. Last Name
 - c. First Name
 - d. Middle Initial
 - e. College/University – click on University of Delaware
 - f. Select your Title – Faculty = Z1034
 - g. Category – F = Faculty
 - h. Are you now or have you ever been a Christiana Care Employee – enter appropriate response
 - i. Scheduled for Clinical at Christiana Care – enter appropriate response
 - j. Enter Social Security Number (no dashes) – enter appropriate information; this is a secure site and information is needed for you to have access to needed systems – **this information is only needed if there is a chance you will be doing clinical instruction at Christiana Care.**
 - k. Date of Birth – enter appropriate information
 - l. Gender
5. Click on OK

You then can click on “Complete Required Education” and complete the available programs.