Affiliation Agreement Processing Guide

Please complete one of the following forms:

**Affiliation Agreement REQUEST Form** – UWF does not have an agreement with the clinical site you plan to utilize

**Affiliation Agreement REVIEW Form** - UWF currently has an agreement with the clinical site you plan to utilize

Information from the form is sent to the Affiliation Coordinator

Affiliation Coordinator will review information:

- **If you have identified a current site**, your information will be verified to ensure the agreement is current and student will be notified via email that the site identified has an agreement in place.
- If no agreement exists, student will be notified to submit an affiliation agreement request form.

- **If you are requesting a new site**, information will be verified and affiliation coordinator will send affiliate our agreement template for review and signature
  - Student will be notified when a completed agreement has been reached and executed or if the organizations are unable to reach an agreement
What happens once I have submitted the required information?

The Affiliation Coordinator will email the affiliate organization (your clinical site) the approved UWF template and one of the following scenarios will occur:

**Affiliate Signs Agreement with NO Changes**
- Sent to Department Chair for Signature
- Sent to Dean of the College for Signature
- Returned to Affiliation Coordinator
- Submitted to General Counsel for Stamp and Provost Signature
- Returned to Affiliation Coordinator - Student notified and copy sent to affiliate

**Affiliate Sends their Template or Proposes Changes**
- Affiliation Coordinator Sends to General Counsel for Review
- General Counsel Sends to Affiliation Coordinator
- Changes Accepted
- Sent to Department Chair for Signature
- Sent to Dean of the College for Signature
- Returned to Affiliation Coordinator
- Submitted to General Counsel for Provost Signature
- Returned to Affiliation Coordinator - Student notified and copy sent to affiliate

**Student is Notified**

Please note this process can take weeks to months to complete. In order to ensure you are able to start your clinical/practicums on time, you must begin the affiliation agreement process early in your academic career. We cannot determine the length of time it will take to execute an agreement.