**Learner is responsible for:**

* Contacting the original preceptor of the confirmed placement for approval.
* Submitting a change request form for each placement block. Back-to-back placements require a change request form for each placement or block.
* Submitting a completed Learner Placement Change Request Form to their program a minimum of twelve (12) weeks before the start of the confirmed placement.

**NOTE: If the requested placement cannot be secured within eight (8) weeks of the start of the placement, the original placement will stand.**

|  |  |
| --- | --- |
| **Learner** | |
| Select date | Last name, First name |
| Date | Learner |
| **Confirmed Placement** | |
| Placement Type | Enter placement type |
| Community | Enter placement community |
| Dates | Select date to Select date |
| Preceptor | Enter placement preceptor or group |
| Leave  [pending & approved] | Choose leave type: Enter date to Enter date |
| Housing | Yes  No |
| Preceptor Approval | Include preceptor release approval email with form |
|  |  |
| New Placement Request | |
| Placement Type | Enter placement type |
| Community | Enter placement community |
| Dates | Select date to Select date |
| Preceptor | Enter placement preceptor or group |
| Housing | Yes  No |
| Comments | Optional |
|  |  |
| **Program** | |
| Select date | Approved  Denied |
| Date | Status |