



Internship Checklist

The following documentation and items must be completed and submitted by the due dates listed. You may submit the required items via email at Internships@wellspan.org. If Interns do not submit the items required by the deadline, the start of the internship will be delayed.

Submit/Complete the following within one week of receiving welcome email from Internships:

- Complete the on-line Intern Data Sheet (Internships will be notified electronically when completed)
- Headshot photo for your internship badge (jpeg format)

Submit the following no later than one week prior of the anticipated start date for your internship:

- On-Line Test(s): Instructions to set up your WellSpan account will be provided via email by our Identity and Access Management (IAM) team. Once you have access to your LMS account, search for the training curriculum(s) that are named in the instructions from our IAM team and complete them. Internships will be notified electronically once you have passed the post-training test for the curriculum(s).
- Completed Health Status Documentation, including the documentation related to the health history requirements.
- Consent Form AND the required Background Checks & Clearances
- Copy of photo identification (i.e. driver's license, passport)

If you have any questions concerning any of the requirements, please contact us at Internships@wellspan.org.