

Your NP Preceptor Search Checklist

8 practical steps to organize your search, protect your time, and prepare for school approval. Print this guide or save it to your phone.

YOUR ROTATION DETAILS

Program / specialty: _____

Rotation start date: _____

School paperwork deadline: _____

Required clinical hours: _____

Clinical coordinator: _____

Preferred travel radius: _____

THE 8-STEP ACTION CHECKLIST

■ 1. Confirm school requirements

Ask in writing about preceptor credentials, specialty, patient population, required hours, site rules, forms and approval lead times.

■ 2. Activate your warm network

Request introductions from classmates, alumni, faculty, coworkers and professional contacts.

■ 3. Build a targeted prospect list

Research specialty-appropriate practices in your travel radius; record public contact details and verify licenses through the relevant state board.

■ 4. Prepare a one-page outreach packet

Include your program, dates, required hours, availability, location, short resume and the school's approved information sheet.

■ 5. Contact practices respectfully

Personalize emails; call to identify the proper contact; ask before visiting in person.

■ 6. Follow up and document responses

Consider a brief follow-up after around five business days; respect declines and contact preferences. Log every response.

■ 7. Interview potential preceptors

Confirm availability, patient mix, teaching approach, site policies, and whether the clinician may satisfy school requirements.

■ 8. Submit early and keep a backup

Follow school submission procedures promptly; track affiliation agreements, onboarding and final institutional approval.

PLAN BACKWARD FROM YOUR CLINICAL START

Ideal lead time	Suggested focus
9–12 months	Confirm requirements and begin research
6–9 months	Targeted outreach and follow-up

Ideal lead time	Suggested focus
4–6 months	Discuss availability and evaluate options
3–4 months	Follow school paperwork deadlines
1–3 months	Complete approvals, onboarding and clearances

These are illustrative planning windows, not school requirements. Follow your institution's actual deadlines even if your rotation is sooner.

OUTREACH TRACKER (START HERE)

Practice / contact	First outreach	Next follow-up	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NEED HELP WITH YOUR SEARCH?

Still Essential Consulting helps Georgia NP students search for potential clinical preceptors and coordinate introductions. Learn more: www.still-essential-consulting.com

Preceptor and clinical-site approval remains with the educational institution. No placement or graduation outcome is guaranteed. This free guide is general planning information, not a substitute for school policies.